

# St. George's University Privacy Policy

## SGU PRIVACY POLICY

The St. George's University Privacy Policy affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review students' education records within 45 days of the day the University receives requests from Students, who should submit written requests to the Office of the University Registrar that identify the record(s) they wish to inspect. The Office of the University Registrar will make arrangements for access and notify students of the time and place where the records may be inspected. If the Office of the University Registrar does not maintain the records, that official shall advise students of the correct official to whom the requests should be addressed.
2. The right to request the amendment of students' education records that the students believe to be inaccurate. Students may ask the University to amend records that they believe to be inaccurate. They should write the University Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is not accurate. If the University decides not to amend the records as requested by students, the University will notify students of the decision and advise them of their right to a hearing regarding requests for amendment. Additional information regarding the hearing procedures will be provided to students when they are notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in students' education records, except to the extent that the SGU Privacy Policy authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School Officials with legitimate educational interests. A School Official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School Official in performing his/her tasks; or a third party carrying out an activity, such as auditing financial aid or the financial management of the school, relevant to the administration, ownership or management of the school. A School Official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility, or for the evaluation of, management or administration of the school. Upon request, the University discloses education records without consent to officials of another school in which students seek or intend to enroll.
4. SGU's Privacy Policy and Rights guidelines are consistent with the US government's Family Educational Rights and Privacy Act (FERPA). US students have the right to file a complaint with the US Department of Education concerning alleged failures by George's University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901