

Metropolitan State University Data Privacy and Release of Information

Information regarding a disability is considered private and will be shared only as allowed by law. This information is also protected by the federal Family Educational Rights and Privacy Act and the Minnesota Government Data Privacy Act. A copy of the University's Policy 1040 (Privacy of Educational Records) can be accessed at www.metrostate.edu/policies/index.cfm. In general, the following guidelines apply, although students should consult Policy 1040 for more specific information.

- Generally, University staff has access to private information only on a need-to-know basis.
- A student has the right to review his or her own file.
- A student may give written authorization for the release of private information when she or he wishes to share it with others. Any release of such information should contain the following elements: a statement identifying the information being released, the purpose of the release, and to whom the information is being released.
- Federal and state laws require release of student information in certain circumstances as described in the University's data privacy policy. These include, for example, certain health and safety emergencies, selected state or federal investigations, or receipt of a court order or subpoena. A complete list of such circumstances is found in the University Policy 1040.
- Disability Services may charge a reasonable fee for costs incurred in connection with the copying of information.
- Disability Services will retain a copy of all disability-related information provided during the period of the student's enrollment. All disability-related information will be destroyed six years after the last date of enrollment. If a student wishes to have a record expunged prior to the end of this six year period, she or he must make a written request to the Disability Services Coordinator, who will decide whether it is necessary for the office to retain the record