• DO NOT save student information on unprotected drives or disks.
• DO NOT leave work area unsecured.
• DO NOT leave documents with sensitive information lying around in plain sight.
• DO NOT share your password.
• DO NOT allow a student’s grade to be exposed to any student other than to whom they belong.
• DO NOT leave documents with sensitive information lying about in plain sight.
• DO NOT release a student’s schedule.
• DO NOT release copies of transcripts from another institution.
• DO NOT access student information unless there is a specific and legitimate educational and work related interest.
• ONLY access information specific to your duties.
• DO NOT share protected student information with coworkers unless necessary.
• BE AWARE of all privacy warnings displayed in myUK and SAP.
• BE AWARE of publicly visible computer screens and documents.
• ALWAYS lock computers and/or office when leaving your workspace, even if only for a moment.
• ALWAYS confirm the identity of the student using either a photo ID or their myUK picture before releasing protected information.
• ONLY the student may consent to the release of their protected information to a third party outside of the university.
• REFER RECORDS REQUESTS to the appropriate office (Registrar, Financial Aid, Student Account Services, Student Health Care, etc.).
• ONLY access information specific to your duties.
• REFER SUBPOENAS AND OPEN RECORDS REQUESTS to the Office of Legal Counsel.

INFORMATION THAT MAY BE SHARED (i.e. directory information)
*Unless student has active FERPA/Privacy flag

• Address(es)
• Telephone Numbers
• E-mail addresses
• Photograph
• Place of birth
• Major or Field of Study
• Dates of Attendance
• Enrollment Status
• Degrees and awards received
• Last institution attended

www.uky.edu/registrar/content/facultystaff-ferpa-privacy