

BOARD POLICY No. 8300

Administrative Data

Date Adopted: 21 May 2002

Date Revised: 11 December 2009, 11 March 2022

Date Reviewed: 28 May 2014, 25 January 2022

References: United States Family Educational Rights and Privacy Act, 1974, Micronesia Board and Education Policy, 1977

All persons who handle confidential records shall be instructed concerning the confidential nature of such information and their responsibilities regarding it as described in the *United States Family Educational Rights and Privacy Act*, 1974, *Micronesia Board and Education Policy*, 1977. No one outside the faculty or administrative staff of COM-FSM, except as specified by law, may have access to the records of a student's offenses against the College's regulations without the express permission of the student in writing.

When disseminating information, ensure the information is sent to only the intended recipients. Be especially careful when releasing information by telephone, fax, ~~or~~ e-mail, **or in any forms of electronic data transfer**. When transmitting information over the telephone or fax machine, be certain of the identity of the recipient. When sending information via e-mail, be mindful that e-mail information is particularly easy to forward to third parties.

See Administrative Procedure 8300