

Personally Identifiable Information**

Personally identifiable information is information contained in an education record of a student which would be considered harmful or an invasion of privacy if disclosed.

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student in writing;
2. Name of the student's parent, children, spouse or other family members;
3. Address of the student or student's family, if excluded from directory information, as requested by the student in writing;
4. Telephone number of the student or student's family, if excluded from directory information as requested by the student in writing;
5. Photograph of the student;
6. Personal identifier such as the student's social security number or student number;
7. A list of personal characteristics that would make the student's identity easily traceable;
8. Other information that would make the student's identity easily traceable.

Prior Consent to Release

Personally identifiable information will not be released without prior written and dated consent of the student.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made.

Exceptions to Prior Consent

The College may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the College who have legitimate educational or employment interests;
2. To personnel of another school, school system or institution of postsecondary education where the student seeks or intends to enroll;
3. To personnel connected with an audit or evaluation of federal or state education programs or the enforcement of or compliance with federal or state legal requirements of the College;
4. To personnel determining a financial aid request for the student;
5. To organizations conducting studies for or on behalf of educational agencies or institutions to develop, validate or administer predictive tests, administer student aid programs or improve instruction;
6. To personnel in accrediting organizations fulfilling accrediting functions;
7. To parents of a dependent student as defined in Section 152 of the Internal Revenue Code;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. Because information has been identified as “directory information,” under conditions described in OAR 589-004-0100 (1) and -0200 (2)-(5).

END OF POLICY

Legal Reference(s):

[ORS 341.290\(17\)](#)

[OAR 589-004-0100](#)

[OAR 589-004-0200](#)

[OAR 589-004-0500](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006).

Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006).