

Notice of Financial Privacy Rights

Mid-State Technical College (MSTC) is committed to ensuring the privacy and accuracy of all confidential information.

As part of the College's commitment to maintaining the privacy of students, MSTC has developed this privacy statement. The statement has two purposes:

1. To educate users about privacy issues
2. To inform users about specific privacy policies and guidelines employed at MSTC. MSTC complies with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of education records other than public directory information, without student permission. For additional details on FERPA, the document is available for review at www.ed.gov/offices/OII/fpco/ferpa/. MSTC complies with Gramm-Leach-Bliley Act (GLB) 1999 which requires institutions of higher education that disburse federal aid to maintain student (customer) privacy through FERPA and to maintain safeguards for protecting private financial information of students (customers). www.ftc.gov/privacy/glbact/index.html

Customer Information

For purposes of FERPA and GLB, MSTC considers students, employees, and alumni or any other third party engaged in a financial transaction with MSTC as "customers." Customer information that must be safeguarded is "any record containing nonpublic personal information about a customer, whether in paper, electronic, or other form." It includes financial information, academic and employment information and other private paper and electronic records.

Sharing of Customer Information

MSTC will only collect personal information which is knowingly and voluntarily provided by customers, for example, sending emails, completing forms, registering for classes, events, or other programs, responding to surveys or ordering merchandise. If personal information is provided to MSTC, the College will use this information to respond to the customers' needs. MSTC may also contact customers to provide information about college activities, programs, membership and development opportunities and special events that may be of interest. MSTC will only share information with other parties when one or more of the following conditions apply:

- MSTC requested your consent to share the information
- MSTC needs to share personal information to provide the service or product requested by the customer
- MSTC needs to send information to companies who work on behalf of the College to provide a service or product to customers
- MSTC is responding to subpoenas, court orders, or any other legal process
- MSTC finds it necessary to protect and defend the legal rights and/or property of MSTC

MSTC does not actively share personal information about students gathered through web servers or via forms. Because MSTC is a public institution, some information collected from MyMSTC, and student data forms may be subject to the Open Records Law. This means that while information is not actively shared, in some cases the college may be compelled by law to release directory information regarding students. The College collects student social security numbers, to provide student financial aid and to provide data to the State of Wisconsin for state grant and accountability reporting purposes. MSTC is also required to share student information, including social security numbers, with the State of Wisconsin and the United States Government for purposes of receiving aid for programs and funding for the College or for the purposes of federal student aid. Sharing of this information is permitted under state and federal statute. MSTC will also share directory information regarding students with educational partners for purposes of promoting educational programs.

Opt Out from Sharing of Information

MSTC does, upon explicit request of users, share directory information with other parties to provide services or information to students. Consistent with FERPA, the college does not release personal student information, other than public directory information, to other parties unless an explicit written authorization is submitted requesting the institution to do so. Students who wish to have their information removed from the campus directory should visit their local campus office or contact MSTC at 800.575.MSTC, 500 32nd Street, Wisconsin Rapids, WI 54494.

Privacy Provisions

MSTC is in compliance with FERPA. Directory information (for example, name, address, enrollment at the college and degree information), the list of which is published yearly in the Student Handbook, is considered public (unless a student has requested otherwise in writing). All non-directory information is restricted or confidential, what GLB calls "non-public." Under FERPA, restricted information (for example, academic or financial records) is released outside the college only with the student's written consent. Designated school officials, including faculty, key employees and outside service vendors, have access to restricted, "non-public" information on a need-to-know basis only. In compliance with GLB and long standing good practice, the College extends FERPA privacy protections to all customers of the college. The Student Records Office will provide guidance in complying with all FERPA privacy regulations. Each department is responsible for securing customer information in accordance with all privacy guidelines.

Security Provisions

With respect to the safeguarding provisions of the GLB Act, Mid-State Technical College GLB Information Security Plan herein is designed to ensure the security, integrity, and confidentiality of non-public customer information, protecting it against anticipated threats, and guarding it against un-authorized access or use. Covered under the Plan are administrative, technical, and physical safeguards used in the collection, distribution, processing, protection, storage, use, transmission, handling, or disposal of nonpublic customer information. The Plan covers actions by both employees of the College and vendors that the College partners with to provide services to students. MSTC does its best to ensure that the personal information retained about individuals is accurate. Every faculty member, staff member and student has the ability to check personal information such as his or her name, address, phone, etc. through MyMSTC and to update it at any campus office. MSTC has deployed extensive security measures to protect against the loss, misuse or alteration of the information under college control.

Changes to this privacy statement

This document was last updated August 29, 2005. We will occasionally update this privacy statement. When we do, we will also revise the "last updated" date.