

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 3 – GENERAL INSTITUTIONAL SUBSECTION 33 – PUBLIC RELATIONS AND PROMOTION

POLICY NUMBER: BP – 3320

PRIVACY AND RELEASE OF INFORMATION

1. POLICY REASON/PURPOSE/INTENT

To establish a policy relating to privacy matters when releasing information.

2. DEFINITIONS

N/A

3. POLICY

3.1 Northeast Community College adheres to all federal, state, and local regulations regarding privacy and release of information including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) of 1974, the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and Graham, Leach, Bliley (GLB). All employees are required to comply with procedures and/or plans set forth by the College's respective privacy official(s) (e.g., Health Insurance Portability and Accountability Act Privacy Use and Disclosure Plan, Financial Information Security Plan).

4. APPLICABILITY

N/A

EFFECTIVE DATE: 04/09/2014

ORIGINAL ADOPTION DATE: 06/10/2004 (item #9511)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 04/09/2014
(item #11419)

PRIOR POLICY/PROCEDURE NUMBER: 2095

SCHEDULE FOR REVIEW: 2018

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: President

SPONSORING DIVISION/DEPARTMENT: President

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: FERPA; HIPAA; GBL; privacy; release of information