

I think a breach of a student's FERPA rights occurred. What should I do?

INFORM

Your supervisor or department head that you believe a breach of FERPA-protected data occurred.

IDENTIFY

Whose data and what data was susceptible to the breach?

INFORM

Those parties potentially affected that a data breach has occurred. Consult with your department chair about your department's plan on how to handle a data breach.

REFLECT

How did the incident occur? Are there ways to prevent similar future exposures or breaches?

CONDUCT

A risk assessment and make appropriate changes to prevent future breaches.

For more questions about protecting student data covered by FERPA, contact the Office of the Registrar at 541.737.4331.