



# Privacy Act Information

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## **DIRECTORY INFORMATION ALLOWED:**

Directory information includes information that is published about a student and information that a student gives in routine inquiries. The College considers the following to be directory information:

- Name
- Mailing address
- Mailing location telephone
- Local/campus address
- Local/campus telephone
- KSC e-mail address
- Date/place of birth
- Major(s)
- Dates of attendance
- Degree(s) and awards received

All other information contained in official student education records is available only to those persons within the College who have a legitimate need for it, and to all others, only with the expressed consent (i.e., signature) of the student. Students who require more limited access may choose one of the following two options:

## **DIRECTORY INFORMATION NOT ALLOWED:**

All address and telephone information will be withheld from printed or electronic directories. The student's presence at Keene State College will

be acknowledged in response to routine inquiries. Name, date of birth, major, and degrees and awards received will be published in printed materials such as the dean's list, commencement program, and announcements. The student is eligible to receive a college e-mail account.

## **FULL RESTRICTION:**

*Students are required to seek advice and counseling from the Registrar's Office before choosing this option, since it is very restrictive.*

All directory information will be held in confidence, which means the student's presence at Keene State College will not be acknowledged in response to routine inquiries. No directory information will be listed in print or electronic media, and the student's name will not be published in dean's list announcements, honors, recognitions, the commencement program, or newspaper listings. In addition, federal law prohibits our responding to inquiries by employers or prospective employers. The student will not be able to receive a college e-mail account.

Processing and maintenance of privacy hold information are the responsibility of the Registrar's Office. Once a student places a privacy hold of either type upon his or her record, it remains in place until the Registrar's Office is notified in a handwritten letter, signed by the student, to change or remove the hold. This applies even if the student leaves Keene State College.