

PALO ALTO COLLEGE COLLEGE PROCEDURE

Procedure Number:	S 1.0
Procedure Title:	Affirmation of Confidentiality of Student Records
Relevant Board Policy:	F.4.1 (Board Policy) Student Education Records F 4.1.1 (Board Procedure) Access to Student Information Records C.1.9 (Board Policy) Appropriate Use of Information Technology Resources C.1.9.1 (Board Procedure) Appropriate Use of Information Technology Resources
Relevant SACSCOC Policy:	Distance and Correspondence Education Policy Statement
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success

- I. Purpose: To affirm Palo Alto College compliance with Alamo Colleges Board of Trustees policies and procedures that ensure the confidentiality of student records, and to ensure compliance with the SACSCOC Distance and Correspondence Education Policy Statement, which requires that the college have “a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.”

II. Procedure statement:

In accordance with SACSCOC accreditation standards and policy pertaining to protecting the privacy of students, all Palo Alto College (PAC) faculty and staff maintain the confidentiality of student records, regardless of modality or location of instructional offering, and restrict the use of student records to purposes related to the student’s education. Additionally, access to student records is restricted to authorized PAC personnel. This protection of students’ privacy is ensured through adherence to federal and state law and to the Alamo Colleges District Board of Trustees policies and procedures as outlined below.

- A. PAC faculty and staff maintain the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and all other federal legislation, and all State laws related to confidentiality of student records.
- B. PAC faculty and staff maintain the confidentiality of student records through adherence to Alamo Colleges District Board Policy F.4.1 *Student Information Records*, which affirms that “the confidential nature of the student’s records shall be maintained at all times.”

- C. PAC faculty and staff maintain the confidentiality of student records through adherence to Alamo Colleges District Board Procedure F.4.1.1 *Access to Student Information Records*, which outlines processes that ensure the confidentiality of student records and affirms:

The confidential nature of a student's education records shall be maintained at all times, and the records shall be restricted to use only in the President's, Vice President's, Dean's, advisor's or counselor's office, or other restricted areas. The original copy of the record or any document contained in the record shall not be removed from the school or any other College District location.

The procedure also addresses this privacy requirement:

To the extent that the College District is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), the College District shall comply with the Privacy Rule, 45 CFR Part 164, with respect to protected health information that is not an education record.

- D. PAC faculty, staff, and students maintain the confidentiality of student records through adherence to Alamo Colleges District Board Policy C.1.9 *Appropriate Use of Information Technology Resources*, which asserts the following:

ACD is bound by Texas Administrative Code (TAC) 202.70 to provide measures that protect digital assets against all unauthorized access, disclosure, modification or destruction and to assure availability, integrity, utility, authenticity and confidentiality (including privacy).

- E. PAC faculty, staff, and students adhere to Alamo Colleges District Board Procedure C.1.9.1 *Appropriate Use of Information Technology Resources*, which outlines the requirements that protect privacy and maintain security while in an electronic environment. Specific guidelines for security and appropriate use are outlined, and the intent of general standards is summarized:

General standards are established to provide access to College District information technology resources for official educational and job related purposes of College District students and employees while maintaining the security and integrity of data files and assuring the legal and ethical use of the software.

In particular, as stated in this procedure, all faculty, staff and students are responsible for preventing “unauthorized access to others, either by revealing or not protecting a password, or leaving a computer or terminal without first logging off, locking desktop or logging off.”

Date Created: November 19, 2020
Date Updated/Approved: January 5, 2021
Date Updated/Approved: June 16, 2026

Approved:

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