

16.01.02.K1 **Privacy**

Approved: July 10, 2023

Next Scheduled Review: July 10, 2028

Rule Summary

Texas A&M University-Kingsville (TAMUK) is committed to protecting the privacy of education records, as defined by the Family Educational Rights and Privacy Act (FERPA) and must maintain education records and the student's privacy in compliance with federal and state privacy laws.

This rule is required by System Regulation *16.01.02, Privacy*.

Rule

1. FERPA OFFICIAL

The Registrar will serve as the university's FERPA Official. The FERPA Official is responsible for overseeing and ensuring compliance with FERPA and all other applicable system, state and federal requirements.

2. FERPA TRAINING

2.1 TAMUK employees who are serving in the capacity of faculty, administrators, staff, and student workers will be required to complete the FERPA TrainTraq training as a new hire. All employees will be required to retake training on an annual basis.

2.2 TAM

3. STUDENT ANNUAL FERPA NOTIFICATIONS

3.1 Students currently enrolled at TAMUK will receive the following email notifications:

- (a) Prior to the start of the fall semester, an email notification will be sent to students informing them of FERPA, and their rights.
- (b) Add

6.1.1 The university FERPA Official will contact an employee's direct supervisor if it has been determined a FERPA violation has occurred. The direct supervisor, after consulting with the employee, will discuss with appropriate college dean or vice president the course of action to be taken.

6.2