



## 1. Purpose:

The Intermountain Weatherization Training Center (IWTC) collects and retains data and information about students for designated periods of time for the express purpose of facilitating the student's educational development. The IWTC recognizes the privacy rights of students in exerting control over what information about themselves may be disclosed and, at the same time, attempts to balance that right with the Training Center's need for information relevant to the fulfillment of its training activities. Written, verbal and electronic information concerning a student is to be held in strict confidence by all staff members. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information on the student's records but also regarding confidential matters learned in the exercise of professional duties. Under no circumstances should this information be discussed with anyone unless authorization is obtained. Moreover, the records must be duly safeguarded against inspection by those who have no right to see them.

## 2. Included in this policy by reference:

### 2.1. The Family Educational Rights and Privacy Act (FERPA)

### 2.2. Utah Code Annotated Section 63G-2, Government Records Access and Management Act (GRAMA)

## 3. Confidentiality Policy:

3.1. IWTC staff members shall not discuss student information with other staff members unless it is necessary for the educational benefit and/or safety of the student. Students include anyone enrolled, or applying to be enrolled, in a course or program offered by the IWTC.

3.2. IWTC staff members shall not disclose any student information without prior written consent from the student, except to third parties specifically authorized by FERPA.

3.3. All student records are to be kept in the Training Directors office in a locked filing cabinet and the door to the office controlled by an electronic proximity card reader. All electronic files are to be kept on the States secure server network.

## 4. Release of Information Policy:

4.1. The IWTC shall not release any information from a student's record without prior written consent from the student, except to third parties specifically authorized by FERPA. Student records are defined as records, files, documents, data and other material that contain information directly related to the student and are maintained by the IWTC.

4.2. Students shall use the IWTC Release of Information form in order to provide written consent for the release of any of their information or records to third parties.



## Confidentiality and Release of Information Policy

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- 4.3. Students have the right to inspect and review their personal records within 45 days of the day the IWTC receives a written request from the student for access to his or her records. The written request should identify the specific record(s) the student wishes to inspect. The IWTC Training Director will make arrangements for access and notify the student of the time and place where the records may be inspected.

### **5. Disciplinary action:**

- 5.1. Any IWTC staff member found to be in violation of this policy is subject to disciplinary action and/or referral for criminal prosecution where appropriate. The nature of any disciplinary action shall be determined by the Training Center Director, WAP Program Manager and/or the DHCD Division Director.