

# Student Records Privacy

## Student Privacy—General Information

Students have specific privacy rights under applicable laws that vary depending on the global jurisdictions in which they reside. A general statement of student privacy rights is set forth in the applicable Northeastern University privacy information located at [www.northeastern.edu/privacy-information/](http://www.northeastern.edu/privacy-information/).

As a general matter, students have the right to:

- Access to their education records
- Seek to have their records amended (see the Office of the University Registrar Knowledge Base ([https://service.northeastern.edu/registrar/?sys\\_kb\\_id=1084f85387113550ba9a0fad0ebb35e1&id=kb\\_article\\_view&sysparm\\_rank=1&sysparm\\_tsqueryId=3227c5b097c34e1007f136f6f053af11](https://service.northeastern.edu/registrar/?sys_kb_id=1084f85387113550ba9a0fad0ebb35e1&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=3227c5b097c34e1007f136f6f053af11)) for this procedure)
- Exercise some control over the disclosure of information from their records, including to parents and guardians

Additional information regarding these rights is provided below. Please note that these rights are subject to some exceptions under applicable laws. For a full statement of student privacy rights, please refer to the privacy policy referenced above.

## Family Disclosure

Students have a right to privacy in their education records, which extends to preventing access by family members. While this right is subject to some exceptions under applicable laws, unless you indicate otherwise, Northeastern will inform parents or guardians, if asked, that access to your records is restricted and they should consult with you if they would like to see your records.

## Release of Directory Information

For certain specific administrative purposes (such as confirming your attendance at Northeastern to employers and load agencies or publicizing information about you if you are on an athletic team), Northeastern would like to release limited student data which it has designated as "directory information." You are given a choice whether or not you agree to this during the registration process. You may change your selection at any time on the university Student Hub or by notifying the university in writing by opening a case on the Registrar Service Portal (<https://service.northeastern.edu/registrar/>).

Directory information is defined in the university's Policy on Student Rights Under the Family Educational Rights and Privacy Act (FERPA) (<https://policies.northeastern.edu/policy106/>) as the following:

- Student name
- Home address (city, state, country only)
- Major field of study
- College
- Class year
- Enrollment status (e.g., undergraduate or graduate, full time or part time)
- Dates of attendance
- Degrees, honors, and awards received
- Most recent educational agency or institution attended
- Sports activity participation, showing weight/height of members of athletic teams
- Participation in officially recognized activities

## How to Exercise Privacy Rights

Subject to certain exceptions, privacy laws afford students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access (or fewer days if provided by applicable law). Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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3. The right to provide written consent before the university discloses personally identifiable information from the student's education records. There are a number of exceptions to this right, such as disclosure to school officials (including service providers working on the university's behalf) with legitimate educational interests or disclosures to entities involved in financial aid responsibility.
4. The right to file a complaint with the applicable regulatory agency for alleged failures by the university to comply with privacy law. In the United States, that is the U.S. Department of Education; in Canada, the Privacy Commissioner of British Columbia or Toronto (as applicable) or of Canada; and in the United Kingdom, it is the Information Commissioner's Office. At Northeastern, you may write to the Office of the University Registrar, 271 Huntington Avenue, Boston, MA 02115, or contact [privacy@northeastern.edu](mailto:privacy@northeastern.edu).

### **Additional Information**

Additional information can be obtained from the university's chief privacy officer at [privacy@northeastern.edu](mailto:privacy@northeastern.edu).