

Privacy Policy

Effective:

Purpose

This Privacy Policy is in place to ensure compliance with FERPA and GLBA as well as to protect the personal and financial information of students.

Policy

The BYU-Idaho Accounting Services Office adheres to the Family Education Rights and Privacy Act (FERPA), a federal law that protects the privacy of student educational records. The Student Records and Registration Office maintains this policy. FERPA provides that information in a student's educational record cannot be shared with a third party without the student's authorization.

The BYU-Idaho Accounting Services Office also adheres to the Gramm-Leach-Bliley Act (GLBA), a federal law that requires financial institutions to explain how they share and protect their customers' private information. GLBA provides that the customers' information is private and the financial institutions must apply specific protections to customers' private data in accordance with a written information security plan.

If a student wishes to share personal information to any third party they may do so through the following methods:

1. A Privacy Release Form (PRF) may be signed by the student in the presence of an Accounting Services Office employee with a government photo ID presented, or
2. A Privacy Release Form must be notarized, and the original document mailed or hand delivered to the Accounting Services Office, or
3. A student may provide verbal authorization for the third party who is in their presence or on the phone at the time of the request.

All other persons inquiring about a student's account will be given general or directory information only.

Authority

The BYU-I Accounting Services Office is the university authority for the Accounting Services Privacy Policy, with implementation authority delegated to the Accounting Services Management Team. This policy was reviewed and approved by Layne Hymas, Robing Dunlop, Jayden Cordier, Justin Egbert, and Angie Martin on September 5, 2019. The next review date is August 2020.

Revision History

Original Policy dated 9/__/2019