



Data Sharing Protocols

Wabash College will protect the privacy of identified faculty and staff and will not have personal data available from basic directory information in the external database except in circumstances as described below. The purpose of this policy in addition to Wabash's strict adherence to the Family Educational Rights and Privacy Act ([FERPA](#)) and the Health Information Privacy and Accountability Act ([HIPAA](#))

In external use of personal data is limited to legitimate College purposes and the employment of a person job responsibilities and on a need-to-know basis. Employees gain access to personal data including identifying information in College office mail, main confidential and compliance information, federal privacy laws and College policies.

Sharing data externally is prohibited

- when external employees
- when external enforcement is a condition of a contract or a condition of a contract
- a part of a federal or state or local government or a federal agency for financial aid award and immigration administration
- for a contracted third party that performs an informational function under the direction of the College and in compliance with Wabash policies

All external use of personal data will be for compliance with FERPA and HIPAA by the Dean of the College, Registrar, Director of Institutional Research, Dean of Enrollment Management, Chief Human Resources Officer, Dean of Student Services, and Security Officer. The individual will be notified by appropriate and legal means and will coordinate confidential communication with specific campus departments if appropriate.

Release of personal data from law enforcement must be in writing in accordance with legal documentation before being provided to College officials. Only when an official releases information specific to the external use of legal documentation is confidential. Only when the release of information to a specific agency is for information purposes and is in compliance with the Family Educational Rights and Privacy Act ([addelle wabash.edu](#)) should the release of information be made. The release of information should be in compliance with the Bill and Ginn Handbook on Confidentiality.

Wabash officials will maintain a detailed record of all data handling and disclosure.



