



# OFFICE OF RECORDS AND REGISTRATION

## PRIVACY STATEMENT

### Overview

The Office of Records and Registration upholds the Winthrop Plan by providing programs and services that support students and the faculty and staff who serve them. We do this by

- Interpreting and communicating university academic policies to assist students in their growth and success;
- Providing exceptional service in areas including, but not limited to, Academic Space and Course Scheduling, Cultural Events, Degree Audits, Graduation, Registration, Transcripts, and Benefits for Veterans and their dependents;
- Ensuring institutional and student records are kept secure and confidential; and
- Utilizing effective technology to ensure efficiency in student and administrative services

### What information do we collect?

Information we collect may include but is not limited to:

- Full Name
- Email Address
- SSN
- Birthdate
- Local, Permanent, and Billing Addresses
- Phone numbers
- Emergency contact information
- Previous schools attended
- Gender
- Citizenship
- Race
- Ethnicity
- Veteran status
- Supporting documents for petitions
- Withdrawal reasons
- Tax returns, driver's license, vehicle registration, mortgage/lease statements, sources of support, employer information, parent/guardian/spouse information as related to residency for tuition purposes

We will never ask for passwords.

### How do we use your information?

- To comply with Federal and State Laws (for example, legal presence)
- To comply with Federal and State reporting
- To report enrollment to the National Student Clearinghouse as well as campus constituents
- To email and mail notifications, diplomas, and other Winthrop-related correspondence.
- To render residency decisions

## How do we protect your information?

Student data is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). With few exceptions, the University cannot disclose any non-directory student information to anyone other than the student unless the student has given specific written consent.

The Office of Records and Registration staff members receive training on FERPA rights and practices. Staff are also trained to follow the privacy and confidentiality practices outlined in this statement and all staff sign a security agreement which outlines the security policy, provides examples of inappropriate use, and includes penalties for misuse. We also implement a variety of security measures, both physical and through the use of technology, to maintain the safety of your personal information. Only employees with a legitimate educational interest have access to student information.

## Can information be corrected?

Our Office works closely with all students regarding appropriate data entries. If you have any questions, or objections regarding the validity of your data, please contact our office as soon as possible if you believe there is an issue. Some items can be updated directly through the student portal.

## Information shared with outside parties

The Office of Records and Registration provides enrollment data to the National Student Clearinghouse which directly reports enrollment to the National Student Loan Data System as well as to other loan companies. Under FERPA, institutions may release this information in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

Records and Registration staff members cannot disclose any non-directory student information to anyone other than the student unless the student has given specific written consent. Students have a variety of ways to share access to information with third parties, including parents/guardians for use in our department including written permission forms and online authorized user access.

## Third party links

Occasionally, at our discretion, we may include links to third party sites on our website. Please be aware that we have no control, responsibility, or liability for the content and activities of these linked sites. These third party sites have separate and independent privacy statements and we encourage our users to be informed and aware and to read the privacy statements of any other site that collects your personal information. However, we continually seek to protect the integrity of our site and welcome any comments for improvements, including any links to third party sites.

## Compliance with the other jurisdictional privacy regulations

Other states or countries may have privacy regulations which serve to protect their citizens. For example, the European Union General Data Protection Regulation (GDPR) is a European Union (EU) legal framework for data privacy and security of personal data for individuals within the EU. The GDPR sets forth obligations for organizations that collect, use, share, and store personal data of constituents who reside in the European Union.

Students, or potential students have created a contractual need with Winthrop University to collect and retain certain data at the time of submitting an application for enrollment. Personal information is be required by the University as an essential part of the academic process and must be retained per legal requirements.

For non-students, Winthrop University is committed to securing the appropriate consent (opt-in) in the collection and processing of personal data. If you have any questions, or objections to the collection, use and retention of your personal data, on legitimate grounds, Winthrop University shall consider all requirements of notice, choice, transfer, security, data integrity, and access. Please direct any questions you may have concerning Winthrop University's obligations and compliance with GDPR to [privacy@winthrop.edu](mailto:privacy@winthrop.edu).

## How long do we keep your information?

Personal data will be retained in this office in accordance with applicable federal and state laws, regulations, and accreditation guidelines, as well as University policies. Personal data will be destroyed when no longer required for University services and programs, upon request or after the expiration of any applicable retention period, whichever is later. GDPR, or other jurisdiction privacy regulations, do not supersede legal requirements that Student Financial Services maintain certain data.

## Your Consent

By enrolling in Winthrop University you have created a contractual need that requires the sharing of required personal information. Your consent was established at the time of enrollment.

## Changes to this Privacy Statement and University Policy.

Any changes to this policy will be posted to this website and the date noted at the bottom. Winthrop University policies, including our [University Privacy Policy](#), may be found in the Winthrop University [Policy Repository](#).

**Last updated: February 11, 2020**

**Contact Information:**

If you have any questions regarding this statement please contact:

Records and Registration  
803-323-2194  
[recandreg@winthrop.edu](mailto:recandreg@winthrop.edu)