

COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 8300

Administrative Data

Date Adopted: 21 May 2002

Date Revised: 11 December 2009; 11 March 2022; 10-12 June 2025

Date Reviewed: 28 May 2014; 25 January 2022; 1 March 2022; 10-12 June 2025

Reference:

A. Confidentiality and Data Protection

All persons handling confidential records shall be instructed on the confidential nature of such information and their responsibilities under applicable laws, including the United States Family Educational Rights and Privacy Act (FERPA) and Micronesia Board and Education Policy. Additionally, where applicable, best practices from global data protection standards, such as the General Data Protection Regulation (GDPR), should be considered.

No one outside the faculty or administrative staff of COM-FSM, except as specified by law, may access student records, including records related to disciplinary actions, without the express written permission of the student.

B. Information Security and Transmission

When disseminating information, ensure that it is sent only to the intended recipients. Special caution must be taken when releasing information through the following channels:

1. **Telephone or Fax:** Verify the identity of the recipient before transmitting any confidential information.
2. **Email and Electronic Data Transfer:** Recognize that emails can be easily forwarded to unintended parties. Encrypt sensitive data where possible and follow institutional guidelines for secure communication.
3. **Cloud and Digital Storage:** Any cloud-based storage or digital sharing platform used to store or transmit confidential student data must comply with COM-FSM's IT security policies.

Any breach of confidentiality, whether accidental or intentional, must be reported immediately in accordance with COM-FSM's data breach response procedure.

See Administrative Procedure 8300.