



Data Sharing Protocols

Wabash College will protect the privacy of its students, faculty and staff and will not have personal data available from basic directory information in the general office directory in any circumstances available below. The protocol also includes Wabash's adherence to the Family Educational Rights and Privacy Act ([FERPA](#)) and the Health Information Privacy and Accountability Act ([HIPAA](#)).

In general, use of personal data is limited to legitimate College purposes and is limited to a person's job responsibilities and on a need-to-know basis. Employees gain access to personal data including their own information when working in College offices that maintain confidential and compliance information, federal privacy laws, and College policies.

Sharing data is generally limited to:

- when needed by the student or employee
- when needed by law enforcement in accordance with a subpoena
- a part of a federal or state directory or other official information
- a request from a federal agency for financial aid, grant and immigration administration
- for a contracted third party that performs informational services on behalf of the director of the College and in compliance with Wabash policies.

All use of personal data will be for compliance with FERPA and/or HIPAA by the Dean of the College, Registrar, Director of Institutional Research, Dean of Enrollment Management, Chief Human Resources Office, Dean of Student Development, Director of Safety and Security, and the Office of the President. The individual will be notified in writing and will coordinate confidential communication with specific campus departments if appropriate.

Release of personal data from law enforcement must be in writing in compliance with legal documentation before being provided to any College official or employee. Only when an official releases information specific to the employee if appropriate legal documentation is provided to the Student Development Agency and the information is provided to the Director of Safety and Security, Brock Waddell ([addelle_waddell@wabash.edu](#)), who is the Bill and Ginn Hall Home Care Coordinator.

Wabash officials will maintain a detailed record of all data sharing events and disclose



