Know and follow best practices for protecting student data and for using student data appropriately

If you are authorized to view student data, use it appropriately and keep it protected

Unauthorized release or use of student data may be in violation of federal law, state law, and University policies
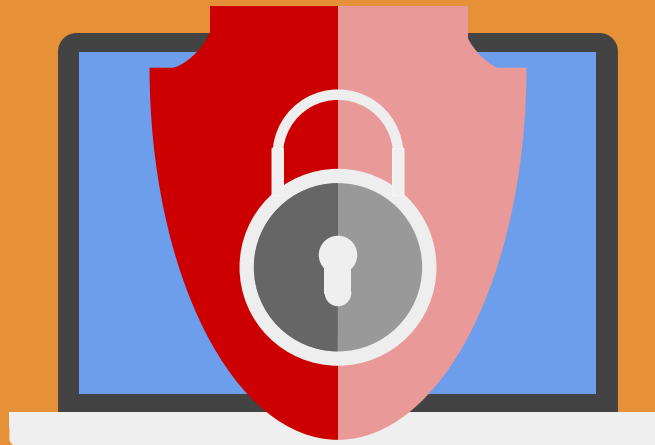
Protect all student data, including data in student educational records, in any location where you access it

Data to be protected may be in a report, a spreadsheet, an email, or in an online system like SIRIS

If requested to share student data, make sure that the user is authorized and ask how they intend to use it

# Protecting Student Data at Stanford

Contact the privacy office with questions at 650.725.1828

For more information, see *Appropriate Use and Protection of Student Data*

## Best practices when using student data

| | Do | Don't |
|---|---|---|
| **Viewing** | View and use in a secure location, such as a Stanford office | View and use in a non-secure location, such as a coffee shop or train |
| **Sharing** | Share with individuals authorized to view, with approvals if necessary | Share with students, the press, others unauthorized to view |
| **Storing** | Store on University-approved encrypted devices if necessary | Store on your own device, laptop computer, thumb drive, phone, etc. |
| **Printing** | Use the secure print feature, or immediately collect the printout | Leave printouts where they can be picked up by students, or others unauthorized to view |
| **Emailing** | Email using Secure Email settings, including a note not to forward to unauthorized individuals; delete when done | Email to an email ID outside of Stanford, unless you have the proper approvals |

## Examples: Appropriate use of student data

- Internal improvement of educational offerings that can be clearly articulated

- Research about students for business-related purposes that can be clearly articulated

- Other University-related business that can be clearly articulated

- Surveys commissioned or approved by the University

- Other research relating to University purposes

## Examples: Inappropriate use of student data

- External publication of findings in a paper, at a conference, etc.

- Unauthorized research about students for academic purposes; approval needed first from Provost, then methodology from IRB

- Personal business or curiosity

- Ad hoc, unapproved surveys

- Uses that result in the ability to identify an individual student's characteristics when that is not the intended purpose

## Who can see what?

| | Administration | Faculty | Students[3] | Public |
|---|---|---|---|---|
| **Individual student record** | Yes | Limited[2] | Their own only | No |
| **Directory data** | Yes | Yes | Yes | Yes |
| **Aggregate GPA data** | Limited[1] | Limited[1] | No | No |
| **Student bio-demo data** | Limited[1] | Limited[1] | No | No |
| **Student performance statistics** | Limited[1] | Limited[1] | No | No |

[1] For university-related business; approval may be required
[2] Limited to grades for classes taught, student data for major advising
[3] Includes graduate-student teaching assistants

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