Denison University Privacy Policy

Denison University is committed to protecting the privacy of students’ personal information. Denison respects students’ right to privacy and recognizes its obligation to keep student information secure and confidential.

Denison receives students' personal information solely for the purpose of establishing and maintaining its relationship with them. Denison employs appropriate technological safeguards and usage policies to manage and maintain students’ information and to insure that personal information submitted to and maintained by the University is used only for official college business. Denison will not sell, rent, or share students’ personal information with other individuals, private or public organizations for any purpose outside official college business. Denison may share students' personal information as necessary to administer a transaction that students have requested or to process a service on a student’s behalf. Denison will not share students’ personal information with unauthorized third parties.

Denison receives private information from students on admissions and financial aid applications, correspondence, communications, and other forms, or from schools students attend or formerly attended, or to which students have applied for admissions. Information from these sources that identifies a student and that is not available in the public domain, such as a student’s date of birth, Social Security number, grades and grade point average, conduct history, financial aid information, or unlisted telephone number would all be protected under Denison’s privacy policy.

Denison is committed to sharing only limited directory information on a public basis, as a convenience to members of our community, their families and friends. Denison’s web site provides students’ names and school mailing addresses. Students who wish not to have this information shared publicly may limit such disclosure by notifying the Office of Residential Education and Housing. In addition to the University’s policy, the disclosure of information is limited by the Family Educational Rights & Privacy Act (see http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). We encourage students to read this Act and understand the rights it confers.

Denison’s privacy policy notwithstanding, there are circumstances in which we must provide information regarding students. Denison is legally permitted, and in some cases required, to disclose personal information about students to "nonaffiliated third parties” such as the U.S. Department of Education, certain state agencies, and law enforcement authorities as mandated.

Denison restricts access to students’ personal information to our employees on a need to know basis in order to provide service to students, such as providing grades to students’ academic advisors or conduct-related information to staff serving as hearing officers. Denison maintains physical, electronic, and procedural safeguards in compliance with federal regulations to protect students’ personal information. Only offices authorized to maintain student information may release such information; employee access to information about students does not confer the authority to release that information to others.

Please refer to individual offices of the University for additional information regarding their practices for implementing the privacy policies described above.

May, 2013