



## Data Sharing Protocols

Wabash College will protect the privacy of identified faculty and staff and will not have personal data available from basic directory information in the external database except in circumstances as described below. The protocol also includes additional Wabash specific adherence to the Family Educational Rights and Privacy Act ([FERPA](#)) and the Health Information Privacy and Accountability Act ([HIPAA](#))

In external use of personal data is limited to legitimate College purposes and is a condition of employment and on a need-to-know basis. Employees granted access to personal data including identifying employees working in College offices, mainly in confidential and compliance with federal privacy laws and College policies.

Sharing data externally is granted only

- when needed by the designated employee
- when needed by law enforcement in accordance with a subpoena
- a partner of a federal director or employee
- a federal or state agency for financial aid award and immigration administration
- for contracted third party performance in informational functions under the direction of the College and in compliance with Wabash policies

All external use of personal data will be reviewed for compliance with FERPA and HIPAA by the Dean of the College, Registrar, Director of Institutional Research, Dean of Enrollment Management, Chief Human Resources Officer, Dean of Student Services, and Security Officer. The individual will be notified by appropriate and legal means and will coordinate confidential communication with specific campus departments if appropriate.

Release of personal data from law enforcement must be in writing in the form of a legal document before being provided to College officials. Each access and release of information will be a legal document. Official release of information specific to the release of appropriate legal documents is confidential. Official release of information specific to the release of information plea and disclosure of Safe and Security Back Waddell ([addelle](#)) ([wabash.edu](#)) office in the Bill and Ginn Hall, Home of the Crawford School.

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



