



Escuela Hotelera de San Juan

Disclosure and Retention of the Student's Record

Escuela Hotelera de San Juan protects the privacy and confidentiality of the students' records. The Family Educational Rights and Privacy Act (FERPA) forbids the institution from disclosing the School records or any information in relation with a student to any third party, without the student's written consent, with the exceptions indicated below. FERPA grants to eligible students (18 years of age or older who attend a higher education institution) some rights with respect to their education records, including:

1. The right to inspect and review the records within the 45 days following the school's receipt of the access request. The process to exercise this right consists of presenting a written request to the Registrar or corresponding officer, identifying the record the student wishes to inspect. The School officer will make the necessary arrangements to access the record and will notify the student of the time and place where the record can be inspected, under the supervision of a School employee.
2. The right to seek modification of a student's records believed by the student to be inaccurate, misleading or in violation of the student's privacy rights under FERPA. A student who seeks to modify information included on his/her record must present a request to the Registrar or corresponding officer, clearly identifying the part of the record to be modified and the specific reason for the modification. The student is entitled to a hearing regarding the amendment request. If the school decides to not amend the record as sought, the student will be notified of the decision in writing.
3. The right to consent in writing, before Escuela Hotelera de San Juan publicizes personally identifiable information (PII) from the education records, except to the extent unconsented disclosure is authorized under FERPA.

A higher education institution may disclose personally identifiable information from the education records without the student's prior written consent in the following cases:

- Escuela Hotelera de San Juan discloses the academic records without the student's prior written consent under the exception that the records can be disclosed to school officers with legitimate educational interests. An officer with legitimate interest is a person employed by Escuela Hotelera de San Juan in administrative, supervisory, academic, or investigative procedures, or supporting staff (including security and health personnel); or a student that serves in an official committee, such as a disciplinary or grievance committee. A school officer may also include volunteers or outsources, such as attorneys, auditors, or collections agents, or a student volunteer to help other school employees in the performance of their tasks, who render an institutional service, function for which the school would otherwise utilize its own employees and that is under the school's direct control with respect to the use and maintenance of the personal information on the education records,. School employees normally have a legitimate interest if they must review an academic record in order to fulfill their professional responsibilities at Escuela Hotelera de San Juan.
- To authorized representatives of the U.S. General Accounting Office, the U.S. Prosecutor General, the United States Secretary of Education, or the state and local education authorities, such as a state higher education authority responsible for the supervision of the education programs. Disclosures by virtue of this provision can be made within a federal framework or evaluation, or state-sponsored educational programs, or for the execution or compliance with the federal legal requirements in relation to these programs. These entities can make additional disclosures of the personal information

to external entities designated by them as their authorized representatives to conduct any audit or evaluation, or execution or fulfillment of the activity on their behalf.

- In relation to the financial aid applied for or received by the student, when the information is necessary to determine eligibility for the aid, the amount of the aid, conditions of the aid, or enforcement of the term and conditions of the aid.

- To organizations that conduct studies for or on behalf of the school in order to (a) develop, validate, or administer predictive tests; (b) manage student assistance programs; or (c) improve teaching.

- To accrediting agencies to perform their accreditation functions.

- To the parents of an eligible student if the student is a dependent for purposes of IRS tax.

- To comply with a judicial order or legal subpoena. The School will make a reasonable effort to notify the student subject of a judicial subpoena or order before complying therewith (unless a court or agency has prohibited said disclosure), so that the student may seek a protection order.

- Escuela Hotelera de San Juan may also disclose student information in the event of a significant health or security emergency that represents an imminent hazard, or in a situation that requires immediate information from the academic records to prevent or spread serious threats to the safety or health of a student or other persons. Any disclosure will be strictly adjusted, taking into consideration the immediacy, magnitude, and specificity of the information in relation to the emergency situation. Any disclosures will be temporarily limited to the emergency period.

- Escuela Hotelera de San Juan may appropriately disclose the information designated as "directory information," unless the student has informed the school otherwise, in accordance with the procedures of Escuela Hotelera de San Juan. The primary purpose of classifying the "directory information" is to allow the School to include this type of information in its regular operation and in some school publications. Escuela Hotelera de San Juan has designated the following information as "directory information:" name, address, telephone number, email address, photograph, date and place of birth, dates of attendance, participation in recognized school activities, main area of education, student attendance dates, degree level, and degrees, honors, and awards received.

- To a victim of an alleged sexual violence or sexual harassment offense. The disclosure may only include the final results of the disciplinary process with respect to the alleged crime or offense, regardless of the determination.

- To the general public, the final results of a disciplinary proceeding, if the school determines that the student is the author of a sexual violence or sexual harassment offense; and if the student has incurred any breach of the rules or policies of the school with respect to the charges formulated against him or her.

- To the parents of a student, in connection with the student's violation of any federal, state, or local law, or any rule or policy of the school that governs the use or possession of alcohol or controlled substances, if the School determines that the student incurred a violation and the student is under 21 years of age

1. The right to present a complaint in the U.S. Department of Education in connection with Escuela Hotelera de San Juan's failure to comply with FERPA. The name and address of FERPA's managing office is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Note: HIPPA applies to healthcare providers, private benefit plans, and healthcare centers. It does not apply to any other kind of organizations whose receipt or maintenance of medical documents is incidental to the normal operation of the business. FERPA does not restrict what a school can obtain, create, or maintain, but does offer guarantees for the medical documents that constitute education records.

Some offices obtain medical documents from students who seek services or justify absences, etc. Therefore, FERPA protects the receipt and maintenance of the students' medical documents. If a medical document is utilized to decide on a student's educational program, it will be considered a part of the student's record. In that case, the normal FERPA provisions will be applied to protect said information. The School does not receive or store medical information that is not a part of the education record.