

DATA PRIVACY BEST PRACTICES

that Higher Education Leaders Are Adopting

As an institution of higher education, you have a responsibility to your students and community members to keep their data safe.



Know which regulations you're subject to. If you accept funds from the department of education, you're subject to FERPA. If you provide federal financial aid to students, you're subject to GLBA. If you have international students or applicants, you could be subject to any number of regulations, including GDPR.



Create and maintain clear documentation. You should have policies and ownership written down for data classification and data handling in your institution. They should be written in plain English and easily accessible to faculty, staff, and students, and they should be updated regularly.



Practice "data minimization." Only collect data that you need for business or educational operations and only store it as long as you need it. Follow the same minimization practices for research data, and anonymize studies as much as you can.



Limit access to sensitive data. Access to protected or confidential information should be limited to only the people who need it to perform their job functions. These limits apply to outside vendors as well!



Stay up-to-date with regulatory news. State and federal organizations frequently update or pass new laws regarding data privacy, and these changes could leave you non-compliant if you don't update your policies and procedures.

For more information, see the [Department of Education](#) and [Federal Trade Commission](#) web pages on FERPA and GLBA, or [contact GreyCastle Security](#). A security expert can review your data privacy program and make recommendations based on your unique needs.

(800) 403-8350

intel@greycastlesecurity.com

   @greycastlesec

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