

Student Data Protection

It is the policy of the Board of Trustees to address the handling of student data, as follows:

It is the policy of MBA Research to recognize student data as confidential information and, therefore, to protect access to and privacy of individual student assessment data such as assessments taken, test scores, and contact information. Specifically:

- It is the policy of the organization to protect the privacy of all individuals who share personal contact information. (See [MBA Research Privacy Policy](#).)
- It is the intent of this and other MBA Research policies to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) Federal law guidelines.
- No employee may access student data without specific authorization of the President or CEO. Authorization shall be on the basis of need-to-know.
- Student data will never be sold or released for any commercial purpose.
- Employees with authorized access to student data agree to fully respect the privacy of each individual student and to protect data from access or use in any manner except for specific purposes such as recognition and to aggregate data for statistical purposes.
- Data, both physical and digital, shall be maintained only for the duration of its active use for agreed purposes and shall be destroyed in a timely fashion when it is no longer required for said purposes.
- Employees with access to student data agree to:
 - Make all reasonable efforts to safeguard data, including preventing access by others by securing all data appropriately via secure storage of physical reports, use of password-protected digital data, or other measures as appropriate.
 - Use data only for stated purpose.
 - Not share information with anyone other than those with written authorization from the President or CEO.
 - Report any known or suspected breach of this policy to the President or CEO within 24 hours.
 - Recognize that violation of this policy may be grounds for termination for cause.

Violations of this policy are to be reported immediately to the President or CEO.

Changes

This policy statement was last updated January 1, 2018. Future changes to this policy will be posted on this site.

Questions

If you have any questions or concerns regarding our student data sharing policy, please direct them to Service@MBAResearch.org or call 800.448.0398.

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