University College Data Disclosure FAQ

Q: How did the data disclosure occur?

A: An administrative staff member in the University College was sending an email reminder regarding an upcoming event and inadvertently included a spreadsheet that included FERPA protected information on individual students.

Q: What data was revealed?

A: The spreadsheet included the following data on 593 undergraduate students currently enrolled at Kennesaw State:

- Advisor Name
- Student Name
- Student KSUID#
- Student Address
- Student Email Address
- Nation Description
- Student Phone Number
- Student Current Age
- College Description
- Department Description
- Student Enrollment Summary
- Student Adjusted Institutional GPA
- Student Adjusted Institutional Hours Earned
- Student Expected Graduation Date

Q: How do I find out if my information was shared?

A: If you received an email from the Office of Legal Affairs to your student email address about the incident, your information was mistakenly distributed. If you did not receive an email, you were not among the impacted students.

Q: What steps were taken to mitigate the impact of the disclosure?

A: The staff member identified the error shortly after sending the email and sent a follow-up email to the recipients of the message, indicating that information had been attached mistakenly, and asking that the recipients delete the message and its attachment. The Office of the CIO has determined the students who
received the information mistakenly, and Legal Affairs are contacting each recipient to ask for the
deletion of the data. Access to student data has been revoked for the staff member who sent the email
and the CIO is working with the Office of the Registrar to develop improved training for staff members
who are entrusted with student data.

Q: What is the Institute doing to assist those impacted by the disclosure?

A: The University will be working to notify the students whose information was affected and provide
answers to any questions they may have about the disclosure. The University will also look into any
steps, such as changing individual KSU ID numbers, that may provide additional assurances to our
students.

Q: What steps are being taken to ensure this does not happen again?

A: Additional FERPA training will be required for administrative staff, however the University will also
conduct a review of our information access policies to determine what centralization steps may be in
order to have greater control over the sensitive information of students. The University will look into
the implementation of new approvals and restrictions for access to this type of information and ensure
that required training takes place for approved staff who handle FERPA protected data.

Q: May we have a list of the students who received my information?

A: Federal law allows individual students the right to review their own information as well as
information on who may request access to their records. However, FERPA does not provide for the
release of information about other students so we cannot publicly release a list of students who received
the information. The University has contacted each of the students who received this information and
asked them to delete it.

Q: Can my KSU ID be changed?

A: If your information was released and you would like to request a change in your KSU ID, the
University will be happy to work with you to make that adjustment.

Q: Was the Department of Education notified of this disclosure?

A: Yes, the U.S. Department of Education as well as the University System Board of Regents were notified
of this disclosure.

Additional information regarding FERPA and the protections afforded by federal law is available
through the Office of the Registrar at http://registrar.kennesaw.edu/student-records/student-
privacy.php.
We apologize for the accidental disclosure of this information. Please contact University College Dean Lynn Disbrow at ldisbrow@kennesaw.edu, or the Division of Legal Affairs at asklegal@kennesaw.edu if you have additional questions or require additional information.