

## Information Classification for Undergraduate Admissions

**Information Owner:** Director of Admissions

**Data Steward:** Rebekkah Porter

**Date:** July 2015

### **Student Information:**

Executive Memorandum C-51, University Policy Regarding the "Family Educational Rights and Privacy Act of 1974" (as Amended) contains the University policy regarding student rights and institutional responsibilities.

A student is one who is presently enrolled and attending or has been enrolled and attended the University and for whom the University maintains records. For purposes of this policy, one is deemed to be enrolled once fees have been paid for a session or the first day of the session in which the student is enrolling, whichever occurs first.

### **Undergraduate Admissions Related Information:**

The Office of Admissions operates under the premise that our student information (i.e. name, address, application status, etc.) is not covered under FERPA regulations until the student registers and pays his or her fees. Our student information is considered sensitive data until it becomes part of the student's educational record. This information is shared only with the student, parents or legal guardians, and the appropriate high school counselors. PUID and career account information is shared only with the student upon his or her admission. Members of the Purdue community who have a business need to know, receive the appropriate information regarding students who have applied to the university in order to support recruitment efforts and conduct business with the student.

Information Name	Description	Classifications		
		Public	Sensitive	Restricted
<b>Prospective Student</b>	Information collected from direct prospect inquiries on the web, on contact cards, or received from outside vendors is entered into the Admissions CRM. This information is used, in an electronic format, for such things as sending information about Purdue schools, financial aid information, and invitations to recruitment events to prospective students.		X	
<b>Electronic Admissions Applications</b>	Students view and interact with static and dynamic web pages stored on a secured web server in the Self- Service Banner application and with secure third party vendors such as the Common Application. Students are allowed to enter and save their electronic application and are given access to that application via access controls. Data is stored on a secure server in the Banner temporary tables. Once an electronic application is submitted, student access to update or change the application is no longer available. Submitted web applications are loaded directly into the Banner student system application and a PDF copy of the application is generated and imported into the BDMS imaging solution. Applicants retain the ability to view an online application summary which includes only directory information, their application status, and their application decision once one has been released. Application data stored in the temporary tables is electronically purged annually.		X	

<p><b>Paper Admissions Applications</b></p>	<p>Applications are batched, scanned into the BDMS imaging solution, and indexed to the appropriate person record in the Internet Native Banner student system. Applicant information is manually entered into the Internet Native Banner student system. This information is used to make an admissions decision and is the first step in creating a student's educational/academic record should s/he enroll at Purdue. While admissions data is not covered under FERPA, it is considered sensitive information and it is treated as such. Batch folders of scanned applications are stored in non-public areas where access is guarded during working hours and locked during non-working hours.</p>		<p>X</p>	
<p><b>Application Fees: Checks, Cash, Credit Cards, ACH Payments</b></p>	<p>All check payments are stored in a lock box in a locked cabinet until they are delivered to the Bursar's office daily. Information regarding credit card or ACH payments is only collected online via the TouchNet payment system or through Higher One, a third party vendor associated with the Common App. Electronic credit card or ACH payment information such as card or bank account numbers are not stored electronically or on paper within the Office of Admissions. The Office of Admissions does not accept cash payments. Applicants with cash payments are directed to the Bursar's office and asked to provide Admissions with a receipt once the payment has been submitted via the Bursar teller window.</p>			<p>X</p>
<p><b>Electronic Transcripts: High School and College</b></p>	<p>All transcripts are considered restricted information covered under FERPA regardless of whether or not the student is enrolled at Purdue. Electronic transcripts are securely downloaded from e-transcript services, imported into the BDMS imaging solution, and indexed to the appropriate person record in the Internet Native Banner student system. The electronic images are maintained indefinitely on a secure server dedicated to the BDMS imaging system, or until electronically archived.</p>			<p>X</p>

<p><b>Paper Transcripts: High School and College</b></p>	<p>All transcripts are considered restricted information covered under FERPA regardless of whether or not the student is enrolled at Purdue. Paper transcripts are batched, scanned into the BDMS imaging solution, and indexed to the appropriate person record in the Internet Native Banner student system. Batch folders are stored in a non-public area that is locked when not in use. All paper transcripts are retained for no more than one calendar year, then destroyed beyond the ability to recover. The electronic images are maintained indefinitely on a secure server dedicated to the BDMS imaging system, or until electronically archived.</p>			<p><b>X</b></p>
<p><b>Admissions Decision Letters</b></p>	<p>The decision letters are either generated by the Banner letter generation process or individually by staff. Paper copies of admit letters created through an automated letter generation process and some manually produced letters are mailed to the student through US mail. All other letters are maintained only in electronic format in a secure LAN folder until purged. An electronic copy of the letter is imported into the BDMS imaging solution, and indexed to the appropriate person record in the Internet Native Banner student system. The electronic images are maintained indefinitely on a secure server dedicated to the BDMS imaging system, or until electronically archived.</p>		<p><b>X</b></p>	