



THE INSTITUTE OF
**Healing Arts
and Sciences, LLC**
The W.I.S.E. Method™

PRIVACY AND SECURITY OF STUDENT RECORDS

IHAS ensures that only authorized personnel have access to student records that contain personally identifiable and confidential information. These steps include granting access only to those who must have the access to perform their job functions, shredding documents that are no longer needed, and employing proper technologies to secure computer networks.

IHAS authorized personnel include President, Intern Director, Teachers, Executive Director, Dean of Students, Director of Curriculum and Student Services Administrative Assistant.

Written or oral information about a student is shared only with other personnel who have an explicit need to know for the benefit of the student. Only necessary information will be shared with those who have an “educational” interest in the student. Information about one student is not shared with another student under any circumstances.

Discussions concerning confidential information are to take place in secured locations where others may not overhear. Confidential written documentation is stored in secure location, and when in use, is shielded from the view of others. All staff members are held to the same standard of confidentiality.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- a) The right to inspect and review the student’s educational records within 45 days of the day IHAS receives a request for access. Students should submit a written request that identifies the record(s) they wish to inspect to the Executive Director, Director of Student Administration or any other appropriate official. IHAS’ official will make arrangements for access and notify the student of the time and place the records may be inspected.
- b) The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask IHAS to amend a record that they believe is inaccurate or misleading. They should write to IHAS’ official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.



THE INSTITUTE OF
**Healing Arts
and Sciences, LLC**
The W.I.S.E. Method™

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to IHAS' officials with legitimate educational interests. An IHAS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and/or to perform his or her job duties. Upon request, IHAS discloses education records with the consent of the student to officials of another school in which a student seeks or intends to enroll.