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**POLICY TITLE:** Privacy of Student Financial Information Policy

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**POLICY PURPOSE:** Fort Hays State University ("FHSU") has adopted this policy to address and meet institutional requirements and obligations as defined in the Safeguards Rule promulgated under Gramm-Leach-Bliley Act (GLB Act, Sec 16CFR Part 314) (GLBA). The GLBA imposes specific standards and obligations regarding the privacy of certain personally identifiable financial information. FHSU recognizes its obligation to protect the security, confidentiality and integrity of such information and this policy is intended to implement Federal Trade Commission (FTC) requirements in this regard.

**BACKGROUND:**

**APPLIES TO:** Everyone

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:**

1. FHSU will make all reasonable efforts to achieve and maintain compliance with the Safeguards Rule regarding the privacy of personally identifiable financial information of its students and other customers.
2. FHSU will develop, implement and maintain a comprehensive information security program.
3. FHSU's comprehensive information security program shall:
  - a. Provide for the appointment of an information security plan coordinator
  - b. Conduct risk assessments
  - c. Implement and provide training programs for employees
  - d. Design and implement information safeguards to control risks identified through risk assessment, including regularly testing and monitoring the effectiveness of the safeguards' key controls, systems, and procedures;
  - e. Oversee and contractually require its service providers to implement and maintain safeguards for customer information;
  - f. Periodically evaluate and adjust its information security program.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:**

Gramm-Leach-Bliley Act, GLB, safeguards, security, Federal Trade Commission, FTC

**RESPONSIBLE  
OFFICE:**

Administration and Finance

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

Vice President of Administration and Finance

**ORIGINATION DATE:** 6/04/03

**CHANGE HISTORY:** Adopted by President's Cabinet 1/30/2019

Adopted by President's Cabinet 6/04/2003

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