

## Confidentially Protections and Guidelines

This section describes how student disability-related information is collected, stored, used, and protected by the Office of Accessibility and Accommodations. It also outlines conditions under which information may be disclosed in accordance with federal law, College policy, and safety requirements.

### Overview

To request disability-related services, students must provide documentation to the Office of Accessibility and Accommodations. The Office is responsible for collecting, maintaining, and securing this documentation. All records are stored in secure files with limited access.

Generally, Navarro College faculty, staff, and administrators are only informed that a student has registered with the Office of Accessibility and Accommodations and may be eligible for academic accommodations.

The U.S. Department of Justice indicates that faculty, staff, and administrators generally do not need to know the nature of a disability. They only need to know that it has been appropriately verified by the designated institutional office.

### Disclosure of Disability Information

The nature of a student's disability is only shared under the following conditions:

- With the student's written permission
- In compliance with the Family Educational Rights and Privacy Act (FERPA)
- When required by law
- When a situation warrants a justified release of information

### Safety and Legal Exceptions

Exceptions to confidentiality may include:

- Child abuse reporting requirements
- Threats of suicidal ideation
- Threats of homicidal intent

In these situations, the Office of Accessibility and Accommodations may collaborate with the Dean of Student Guidance Office and/or the Navarro College Police Department when a student expresses intent to harm themselves or others.

## **Student Records and Data Security**

A confidential electronic file is maintained for each student. These files may include:

- Demographic information
- Disability documentation
- Case notes and service activities
- Correspondence
- Academic advising-related information
- Accommodation agreements

All files are stored on Navarro College servers protected by secure login credentials. Access is restricted to authorized personnel only.

## **Incomplete Applications and Non-Enrollment**

Students who submit documentation but do not complete the intake process, or who are not admitted to Navarro College, are not eligible for accommodations.

In these cases, the Office of Accessibility and Accommodations will make a reasonable effort to contact the student.

If the student does not respond within thirty (30) days or chooses not to complete the intake process, documentation will not be retained.

## **Record Retention and Inactive Status**

All information is maintained and used in accordance with confidentiality requirements and Navarro College policy.

Students who are not enrolled for three (3) consecutive years are classified as inactive.

Records for inactive students are not retained. Students may be required to re-establish eligibility and provide updated documentation upon return.