



IBA California

STUDENT CONFIDENTIALITY AND PRIVACY POLICY

A structured catalog for online business education, institutional policies, academic programs, tuition, admissions, and student services.

Student Confidentiality and Privacy Policy

IBA California is committed to protecting the privacy, confidentiality, integrity, and security of all student information. The Institution maintains student educational, financial, and personal records in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and 34 CFR Part 99, applicable California privacy laws, and the regulations of the California Bureau for Private Postsecondary Education (BPPE).

As an online institution, IBA California utilizes secure electronic systems to collect, maintain, store, and process student information. Access to student records is limited to authorized institutional personnel who have a legitimate educational or administrative interest in the performance of their official duties.

The Institution shall not disclose personally identifiable student information to any third party without the student's prior written consent unless such disclosure is authorized or required by applicable law.

Collection and Use of Student Information

IBA California collects student information solely for legitimate educational, administrative, regulatory, and operational purposes. Information collected may include, but is not limited to:

- Admission and enrollment records;
- Academic transcripts and educational credentials;
- Student identification information;
- Course registrations and academic progress records;
- Grades, examinations, assignments, and dissertation records;
- Tuition payment and financial records;
- Student correspondence and support communications;
- Learning Management System (LMS) activity necessary to support instruction and assessment.

Student information is used exclusively for the administration of academic programs, student services, regulatory reporting, accreditation, quality assurance, and institutional operations.



PRIVACY POLICY

THIS AGREEMENT is made this _____ day of _____, 20____, by and between the following

Address: _____
City/State/ZIP: _____

Confidentiality of Student Records

Student educational records are maintained in strict confidence and are protected through administrative, technical, and physical safeguards designed to prevent unauthorized access, disclosure, alteration, or destruction.

IBA California will not sell, rent, distribute, or disclose student information to third parties for commercial or marketing purposes.

Personally identifiable information will only be released:

- upon written authorization from the student;
- when required by federal, state, or local law;
- pursuant to a valid court order, subpoena, or other lawful legal process;
- to authorized governmental agencies exercising regulatory oversight;
- to recognized accrediting agencies conducting institutional reviews;
- to external service providers performing institutional functions under written confidentiality agreements;
- when necessary to protect the health or safety of the student or others in accordance with applicable law.

Student Rights Under FERPA

In accordance with FERPA, eligible students have the following rights regarding their education records:

Right to Inspect Records

Students have the right to inspect and review their education records maintained by the Institution. Requests shall be submitted in writing to the Office of the Registrar. Access will be provided within the timeframe required by applicable law.

Right to Request Amendment

Students may request correction of education records believed to be inaccurate, misleading, or maintained in violation of applicable law.

If the Institution declines to amend the record, the student shall be informed of the decision and of the procedures available to request a formal review.

Right to Consent to Disclosure

Except as permitted under FERPA or other applicable laws, the Institution shall obtain the student's written consent before releasing personally identifiable information from education records.

Right to File a Complaint

Students who believe their rights under FERPA have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-8520
Website: <https://studentprivacy.ed.gov>

Permitted Disclosures Without Student Consent

Consistent with FERPA, IBA California may disclose education records without prior written consent under circumstances permitted by law, including but not limited to:

- Institutional officials with legitimate educational interests;
- Officials of another educational institution where the student seeks or intends to enroll;
- Federal and state educational authorities conducting audits, evaluations, or compliance activities;
- Organizations conducting studies on behalf of the Institution;
- Accrediting agencies performing accreditation or quality assurance reviews;
- Appropriate parties administering financial aid;
- Compliance with judicial orders or lawfully issued subpoenas;
- Health or safety emergencies where disclosure is necessary to protect individuals;
- Other disclosures expressly authorized under FERPA or applicable law.

Directory Information

IBA California does not publicly release student directory information without the student's written consent.

Directory information may include:

- Student name;
- Dates of attendance;
- Degree awarded;
- Graduation date;
- Academic honors or distinctions.

Students may request in writing that no directory information be released under any circumstances. Such requests shall remain in effect unless revoked in writing by the student.



Online Learning Privacy

As a fully online institution, IBA California employs secure educational technology platforms to deliver instruction and academic services.

The Institution maintains reasonable administrative, technical, and physical safeguards to protect:

- Learning Management System (LMS) records;
- Student portal activity;
- Assessment submissions;
- Examination records;
- Dissertation submissions;
- Electronic communications;
- Academic advising records.

Students are responsible for maintaining the confidentiality of their usernames, passwords, and authentication credentials used to access institutional systems.

Record Retention

IBA California maintains student educational records in accordance with institutional policies, applicable California regulations, BPPE requirements, accreditation standards, and federal law.

Records may be retained in secure electronic or physical form and shall be protected against unauthorized access, modification, or disclosure.

Official academic records remain the property of IBA California. Original documents submitted during the admissions process become part of the student's permanent educational record and will not ordinarily be returned.

Confidentiality of Institutional Employees

All faculty members, dissertation supervisors, academic advisors, administrators, contractors, and institutional staff having access to student information are required to maintain the confidentiality of all student records and shall access such information only for legitimate educational or administrative purposes.

Unauthorized disclosure, misuse, or improper access to confidential student information may result in disciplinary action, termination of employment or contractual relationship, and other legal remedies where applicable.

Policy Review

IBA California reserves the right to revise this Student Confidentiality and Privacy Policy to maintain compliance with applicable federal and state laws, BPPE regulations, accreditation requirements, technological developments, and institutional operational needs. Students will be notified of material changes through the official student portal or other institutional communication channels.