

## 4.4 Who May Receive Information without Student Permission?

Student education records, other than publicly available directory information, are private and will not be disclosed except, to the extent applicable to the following:

1. Persons within the institution who have a legitimate educational interest, defined as having responsibility for one or more of the following functions: provision of academic or personal advice and counsel to students; creation and maintenance of student educational records; supervision and certification of student educational progress for university or government purposes; enforcement of the student conduct code; appropriate law enforcement; demonstration of the university's compliance with governmental regulations; representation of the university's legal interests in matters where a student record is relevant; planning, review, and conduct of research related to institution educational programs; conduct of individual research projects that are designed to protect the privacy of subjects of the research.
2. Other educational institutions in which the student seeks to enroll. Information that can be provided without written permission is limited to official university transcripts.
3. Organizations conducting educational research studies, provided the researching organization gives written assurance that such information will not be used in such a way that students may be personally identified, and the information will be destroyed when it is no longer needed for the purpose for which it was obtained.
4. Persons in compliance with a judicial order or lawfully issued subpoena, provided a reasonable effort is made to notify the student of the order or subpoena prior to compliance. Immediately upon receipt of the order or subpoena, custodians should contact the Vice President of Academic Affairs who will contact Alfaisal University legal counsel.
5. Persons in connection with an emergency, provided the appropriate university officials determine that release of the information is necessary to protect the health or safety of the student or other persons. Factors to be considered in determining whether information may be released for emergency purposes are:
  1. The seriousness of the threat to health or safety whether knowledge of the information is necessary to meet the emergency
  2. The extent to which the parties obtaining the information are in a position to deal with the emergency
  3. Whether time is of the essence in dealing with the emergency
6. Accrediting organizations and country education authorities when the information is needed for monitoring, auditing, or evaluating educational programs, or for enforcement of country legal requirements related to educational programs.
7. Appropriate persons or agencies in connection with a student's application for or receipt of financial aid to determine eligibility, amount, or conditions of financial aid, and to enforce the terms and conditions of the aid.
8. Parents of a dependent student as defined under the Saudi laws. These requests should be referred to the Deanship of Student Affairs, Admissions, and Registration.