



I. PURPOSE/OBJECTIVE

The federal Gramm-Leach-Bliley Act (GLB Act) requires financial institutions to take steps to ensure the security and confidentiality of customer records and information. Colleges and universities, defined as financial institutions for purposes of the GLB Act, are not subject to the privacy provisions of the GLB Act provided they are in compliance with the Family Educational Rights and Privacy Act (FERPA). However, higher education institutions are subject to the provisions of the GLB Act related to the administrative, technical, and physical safeguarding of customer records and information as specified in the Federal Trade Commission's (FTC) Standards for Safeguarding Customer Information ruling, known as the Safeguards Rule, which requires all covered financial institutions to have in place a comprehensive, written information security program. This policy has been formulated to facilitate Mississippi Valley State University's implementation of the requirements of the GLB Act.

Statement of Policies

In accordance with the Gramm-Leach-Bliley Act (GLB Act or GLBA) which is also known as the Financial Modernization Act of 1999. It is a United States federal law that requires financial institutions to explain how they share and protect their customers' private information. Our goal is to:

- a. To insure the security and confidentiality of customer information;
- b. To protect against any anticipated threats or hazards to the security or integrity of such information; and
- c. To protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer.

The Office of Student Accounts convey to the student that sensitive data is not share with a third party unless a written statement is given granting the University permission to do so. No student account information is discussed over the telephone. The Office of Student Accounts also established other security methods, such as locking rooms and file cabinets where paper and electronic records are kept, utilize password-activated screensavers, change passwords periodically, and avoid writing or posting passwords near employee's computers. Students may email studentaccounts@mvsu.edu or come by the office if they would like any information pertaining to their accounts.

**OFFICE OF
BUSINESS AND FINANCE**