



## Confidentiality and Privacy Policy

At Miami Business Technological University (MBTU), we are committed to safeguarding the privacy and confidentiality of our students' education records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as well as the general provisions pertaining privacy and confidentiality at MBTU.

## Student rights under FERPA

### INSPECT AND REVIEW

Students have the right to inspect and review their education records within 45 days of the day MBTU receives the request.

- To access their records, students should submit a written request to the Office of the Registrar, specifying the records they wish to inspect.
- MBTU will arrange for access and inform the student of the time and place for review.
- If the requested records are not maintained by the Office of the Registrar, the student will be directed to the appropriate university official.

### REQUEST AMENDMENT

Students have the right to request the amendment of their education records if they believe the records are inaccurate, misleading, or violate their privacy rights under FERPA.

- To initiate an amendment, students should submit a written request to the Office of the Registrar, clearly identifying the part of the record to be changed and providing a reason for the requested amendment.
- If MBTU declines the requested amendment, the student has the right to request a formal hearing regarding the amendment. The student should request a hearing to the Office of the Registrar.

### WRITTEN CONSENT

MBTU will not disclose Personally Identifiable Information (PII) from a student's education records without the student's prior written consent, except as authorized by FERPA. Exceptions include disclosures to:

- To school officials with a legitimate educational interest;
- To schools in which a student seeks or intends to enroll;
- To authorized representatives of Federal, State and local educational authorities conducting an audit, evaluation or enforcement of Federally or State-supported education programs;
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for certain purposes;
- To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense;
- To anyone if the disclosure is in connection with a disciplinary proceeding in which the institution discloses the final results of the proceeding in which the student was found to be an alleged perpetrator of a crime of violence or non-forcible sex offense;
- To organizations conducting studies to improve instruction, administer student aid programs, or develop, validate or administer predictive tests on behalf of schools;
- To accrediting organizations;
- To parents of a dependent student;
- To comply with a judicial order or subpoena, after a reasonable effort to notify the student, unless the subpoena is a Federal grand jury subpoena or any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence of the contents of the subpoena or the information furnished not be disclosed;
- In a health or safety emergency

The student must provide a signed and dated written consent to the Registrar before MBTU discloses the information except for the information established as “[Directory Information](#)”.

### **FILING A COMPLAINT**

Students have the right to file a complaint with the U.S. Department of Education if they believe that MBTU has failed to comply with FERPA requirements.

- The student must contact the U.S Department of Education. The contact information for the office that administers FERPA is as follows:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-8520

Or visit the [FERPA](#) section on the [U.S. Department of Education](#) website for more information.

### **Directory Information**

MBTU has established the following information as “Directory Information”, which it may disclose without the student’s written consent:

- Name of a student who is in attendance or who has been in attendance.
- MBTU e-mail address of a present or former student.
- Major field of study of a present or former student.
- Dates of attendance.
- Degrees and awards received, and appropriate dates.
- Classification (enrollment status) and level of study.

If the student does not want the release of certain types of directory information without his/her prior consent, the student may choose to “opt-out” of this FERPA exception. The student should notify his/her desire to opt out to the Registrar's office at [registrar@mbtu.us](mailto:registrar@mbtu.us).

## **Security of online sessions policy**

At MBTU, we are dedicated to upholding the privacy of your data and online transactions. Our online platforms and services adhere to the industry's security standard, employing Secure Socket Layer (SSL) encryption to ensure the protection of your virtual sessions, live classes, digital library, and financial transactions.

## **Information collected**

If you fill out a request for information through the "Contact us," "WhatsApp" option, or "Request information" forms on our website, we may retain your email address and any additional details you furnish. This data might be utilized for future contact via mail, email, or phone to share information about Miami Business Technological University.

Miami Business Technological University gathers diverse data from our website's visitors to assist us in improving our website to meet your requirements. Some of this data is automatically gathered through cookies, while other information is obtained when you register for any of our online services. Your email and other details will not be traded, shared, or provided to any other entity for any reason, except with your consent, and solely for the purpose of delivering the requested service.

## **Website usage consent**

By using MBTU's website, you consent to the Confidentiality and Privacy Policy.

## **Changes to our privacy policy**

Any changes in the Confidentiality and Privacy Policy will be posted in MBTU's website.