



SUBJECT:	Financial Affairs		
POLICY:	501.1 Safeguarding Customer Information		
PROCEDURE:			
EFFECTIVE:	November 2003	REVISED:	October 2024
REVIEWED:			

Introduction and Purpose

At Great Falls College MSU, safeguarding the privacy and confidentiality of personal information is important. As an institution of higher education, we collect, retain, and use personal non-public information about individual students and staff members. We may collect personal information from such sources as hard copy applications, electronic forms, background checks, or over the Internet. The objectives of our information security program are to ensure the security and confidentiality of such personal information; to protect against any anticipated threats to its security or integrity; and to guard it against unauthorized access or use.

Any sharing of nonpublic personal information about our students or employees must be done in strict adherence to the Federal Family Educational Rights and Privacy Act (FERPA) guidelines. The College may exchange such information with certain nonaffiliated third parties (under limited circumstances) to the extent permissible under law. Examples may include (but are not limited to) medical insurance institutions or credit card processing software companies.

We restrict access to student and employee information only to those employees who have business reasons to know such information, and we educate our employees and contract service providers about the importance of confidentiality and privacy.

Policy

In order to maintain consistency across the Montana State University affiliation, Great Falls College MSU follows a four-campus policy in regards to discrimination, harassment and retaliation. The policy can be found on Montana State University’s policy page, [here](#).