



MEMORANDUM

Via WeeklyWire (weekly student missive)

August 28, 2017

To: All Members of the Class of 2021

RE: Student Privacy

It has come to the attention of the Office of Medical Student Education that a composite class photograph was recently posted to your Facebook page. Please note that this is not permissible.

The “facesheet” is considered a faculty resource reserved for use by school officials with legitimate educational interests, and as such contains photographs of students who have formally indicated that they do not wish to have directory information shared without their consent.

The Larner College of Medicine takes complying with the [Family Educational Rights and Privacy Act \(FERPA\)](#) very seriously in order to protect the [privacy of student information](#). Upon learning of this incident, an OMSE staff member quickly contacted the student who posted the file and asked that it be removed, and COMTS moved the original file to a password-protected location causing the posted URL (link) to no longer work. The occurrence was reported to the UVM Information Security Officer; and in accordance with FERPA, notations were placed on the records of those students with confidentiality flags. A risk assessment was conducted in order to identify appropriate measures to prevent similar incidents in the future. This resulted in a notice to the Faculty Resources tab in COMET advising faculty that facesheets are FERPA-protected records and as such may not be publicly posted or distributed.

Please do not hesitate to contact [StudentCOMServices](#) if you have any questions or if we can be of further assistance.