



LIVING STONES CHRISTIAN UNIVERSITY

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FERPA / Privacy Policy Full Version

FERPA AND STUDENT PRIVACY POLICY

Living Stones Christian University

1. PURPOSE

Living Stones Christian University is committed to protecting the privacy, confidentiality, integrity, and security of student educational records and personal information consistent with its mission as a Christian institution of higher education operating through an online learning environment.

This policy establishes institutional standards regarding the collection, maintenance, access, disclosure, and protection of student educational records and personally identifiable information.

2. DEFINITIONS

For purposes of this policy:

Student

“Student” refers to any individual who is enrolled in or has attended Living Stones Christian University.

Educational Records

“Educational records” include records, files, documents, and other materials maintained by the institution that contain information directly related to a student.

Educational records may include, but are not limited to:

- Admissions records
- Academic transcripts
- Grades and evaluations
- Financial account information
- Disciplinary records
- Academic advising records
- Online learning activity records
- Student communications maintained by the institution

Personally Identifiable Information (PII)

Personally identifiable information includes information that may identify an individual student, including but not limited to:

- Full name
- Address
- Email address
- Telephone number
- Date of birth
- Student identification number
- Academic information
- Financial information

3. STUDENT RIGHTS

Subject to applicable law and institutional policy, students may have the right to:

- Inspect and review their educational records;
- Request correction of inaccurate or misleading information;
- Consent to certain disclosures of personally identifiable information;
- File complaints concerning alleged violations of privacy protections;
- Request limitations on certain disclosures where permitted by law or institutional policy.

Requests regarding educational records must be submitted in writing to the Office of Student Services.

4. ACCESS TO EDUCATIONAL RECORDS

The University maintains educational records in physical and electronic form.

Students may request access to their educational records by submitting a written request to the Office of Student Services. The institution may require reasonable verification of identity prior to granting access.

The University reserves the right to deny access to records where disclosure is prohibited by law, institutional policy, or where the records are not considered educational records subject to student access rights.

5. CORRECTION OF RECORDS

Students who believe that educational records contain inaccurate, incomplete, or misleading information may submit a written request for correction to the Office of Student Services.

The request must clearly identify:

- the specific record at issue;
- the information believed to be inaccurate;
- the requested correction; and
- supporting documentation where applicable.

The institution may approve, deny, or further review such requests in accordance with institutional procedures.

6. DISCLOSURE OF STUDENT INFORMATION

Living Stones Christian University does not disclose personally identifiable student information to third parties except:

- with student consent;
- as required by law;
- as necessary for legitimate educational or administrative purposes;
- to authorized institutional personnel with legitimate educational interests;
- to service providers assisting institutional operations under appropriate confidentiality obligations;
- in emergency situations involving health, safety, or legal compliance.

7. DIRECTORY INFORMATION

The University may designate limited categories of information as directory information, which may include:

- Student name
- Program of study
- Enrollment status
- Dates of attendance
- Degrees or certificates awarded

Students may request in writing that the institution withhold disclosure of directory information where permitted by institutional policy.

8. ONLINE LEARNING ENVIRONMENT AND TECHNOLOGY PRIVACY

Because Living Stones Christian University operates primarily through online educational delivery, certain educational records and student information may be maintained within digital learning systems and electronic platforms.

The institution may collect and maintain information related to:

- LMS participation;
- course activity;
- assignment submissions;
- online attendance or engagement;
- electronic communications;
- assessment activity;
- institutional technology usage.

Such information is maintained for legitimate educational, academic, administrative, security, and compliance purposes.

9. DATA SECURITY AND CYBERSECURITY

The University seeks to maintain reasonable administrative, technical, and organizational safeguards designed to protect student information from unauthorized access, disclosure, misuse, alteration, or destruction.

Protective measures may include:

- password-protected systems;
- secure LMS access;
- restricted administrative access;
- cybersecurity monitoring;
- secure electronic communications;

- data backup procedures.

No electronic system can guarantee absolute security; however, the institution seeks to implement reasonable safeguards consistent with the nature and scope of its operations.

10. RECORD RETENTION

The institution maintains student educational records in accordance with institutional retention practices and applicable legal requirements.

Certain records may be retained permanently, including:

- academic transcripts;
- degree conferral records;
- institutional academic history.

Other records may be retained for limited administrative or operational periods.

11. THIRD-PARTY TECHNOLOGY SERVICES

The University may utilize third-party educational technology providers, software platforms, cloud storage systems, communication systems, and online instructional tools necessary for institutional operations.

Such providers may have limited access to student information solely for authorized institutional purposes and subject to reasonable confidentiality and data protection expectations.

12. LIMITATIONS

This policy does not guarantee absolute confidentiality where disclosure is:

- required by law;
- necessary for institutional operations;
- authorized by the student;
- required for legal, safety, accreditation, or compliance purposes.

The institution reserves the right to modify privacy practices and procedures upon reasonable notice to students.

13. POLICY AVAILABILITY

This FERPA and Student Privacy Policy is published through institutional publications, including the University Catalog and Student Handbook, and may be updated periodically by the institution.

14. CONTACT INFORMATION

Questions regarding this policy or requests concerning student records may be directed to:

Office of Student Services

Living Stones Christian University

7901 4th St N, Suite 300

St. Petersburg, Florida 33702

United States of America

Phone: +1 (727) 634-9795

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