

Choosing to keep your personal information private *What does federal law require?*

According to federal law (the Family Educational Rights and Privacy Act, also known as “FERPA”), information on students who attend postsecondary educational institutions is, generally speaking, private and cannot be shared with anyone other than school officials without the student’s written permission. One exception to this rule is so-called “directory information,” such as one’s name, address, phone number, and e-mail address. This information is considered public and can be released without the student’s written permission UNLESS the student “opts out” and decides to keep the information private. FERPA requires schools to notify their students annually of their right to “opt out” and to give them a process for doing so. **How does federal law apply to OLLI?** Because OLLI is a program within the University of Minnesota’s College of Continuing & Professional Studies, OLLI members are considered to be “students” under FERPA and are entitled to choose to keep their personal “directory” information private. OLLI members can exercise this choice:

When they first join OLLI

When they renew their OLLI membership annually

At any time during their OLLI membership.

OLLI members can also reverse their “opt out” decision at any time. **What are the consequences of an “opt out” decision?** If OLLI members “opt out,” none of their personal information will be included in any Member Directory that is generally available to other OLLI members. Likewise, their personal information will not be included in any course roster that is circulated in the classroom. Their personal information will, however, be available to OLLI staff for administrative purposes. It also will be given to course leaders and course assistants for use in taking attendance in class and distributing course information via e-mail or telephone. **What is the process for “opting out”?** There are two ways for new and existing OLLI members to “opt out” and choose to keep their personal information private.

A member can “opt out” online by clicking the appropriate box in the “My Profile” section of his or her OLLI registration account (see instructions below); or A member can call the OLLI Office and make the “opt out” request.

Once a member has “opted out,” OLLI staff will omit the member’s personal information from the OLLI Member Directory and any future circulating course rosters. **Instructions for “opting out” online.**

1. Go to the OLLI sign in page <https://ems.campusce.net/olliumn/account/signin.aspx>, sign into your OLLI account, click on the words My Account near the top of page, then click on My Profile.

2. In the “My Profile” page, check the box next to the words “Opt Out Directory” in the gray box. Then click on the box that says “Save Changes.”

If you change your mind in the future and want to reverse this decision, follow the same instructions, un-check the box next to “Opt Out Directory” and save that change. Questions? Call the OLLI Office at 612-624-7847 or send an e-mail to olli@umn.edu.