

**Loyola University New Orleans**  
**Student Records Definitions**  
**04/23/2025**

**Student Records.** A *student record* is official information concerning a student's academic, financial, health, and behavioral history and administrative details while at the university. Loyola maintains electronic copies of student records, but it does not store physical copies of them, except in very limited cases explained below. Loyola's protection of student records is governed by the university's Information Technology Security Policy.

**Confidential Data.** *Confidential data* is sensitive information assets about individuals and sensitive information assets about the University. Information assets receiving this classification require a high level of protection against unauthorized disclosure, modification, destruction, and use.

**Information Steward.** An *Information Steward* is a member of the Loyola community who has primary responsibility for particular information. Information Stewards are responsible for (i) establishing supplemental security policies and procedures, (ii) assigning classifications and marking information, (iii) determining authorizations, (iv) training, (v) confidentiality agreements, and (vi) periodic review of access and/or termination of access.

**Information User.** An *Information User* is a member of the Loyola community who is authorized to access university information. Information Users are responsible for protecting student records to which they have access. Information users shall follow the information security practices described in Loyola's [Information Technology Security Policy](#), as well as any other information security practices specified by an Information Steward and/or other information-related policies. Information that is confidential, which includes student records, is marked as such when it is presented or distributed to Information Users. Additional markings specifying handling and distribution requirements may be added.

Approved by Provost Council: May 2025