Frequently Asked Questions
For
Students about Virginia House Bill 1
(Code of Virginia § 23.1-405(C))

How does this legislation affect me as a student?

HB1 prohibits a university from disclosing a student’s email address, physical address or telephone number under the exception in the Family Educational Rights and Privacy Act (FERPA) for directory information or the Virginia Freedom of Information Act (FOIA) unless the student has affirmatively consented in writing to the disclosure. This restriction also applies to the university’s disclosure of one student’s information to another student.

As such, Norfolk State University will no longer include student names and email addresses in the Global Address list, Blackboard and any public facing communications.

As a student, how do I find out another student's contact information?

The legislation prohibits the university from disclosing a student's contact information to another student without written consent. Therefore, the university cannot directly provide you with another student’s contact information unless that student has consented to the disclosure. You may obtain a classmate's contact information directly from them or from a list or directory in which your classmate has given the university consent to post their contact information.

As a student, am I able to send group emails to other students?

The law restricts disclosure by NSU, but does not restrict any disclosure by students or others of information they lawfully possess. For example, if a student organization collects and distributes membership rosters, that disclosure is not restricted by this law. However, NSU may no longer provide the contact information for these group rosters. As a best practice, anyone may want to seek permission or permit objections before publishing the contact information of others.

Can my email count as "written consent," giving permission for NSU to disclose my email address, address, or phone number?

Yes, in this case, an email will satisfy the consent requirement by sending an email from a student's NSU account (@spartans.nsu.edu) to hb1@nsu.edu. The following must be in the email body:

I understand that, as a student at Norfolk State University, my address, email, and phone number are confidential educational records under federal law, and Norfolk State University is not permitted to release or distribute them without my consent. I waive my privacy rights, and authorize Norfolk State University to release my (address, email address, and/or phone number) for the following limited purpose only:
- Internal use within the University community
- Facilitating email communications
- Student directory information
- Internal use in the University processes
- Third Party contractors coordinated through “School Officials”; University will have:
  - Contract with the Contractor
  - Delegate university function to the contractor
  - Maintain control over the contractor’s use and disclosure of the information

I understand that my contact information will not be publicly available.

By emailing the above to hb1@nsu.edu I am certifying that I have read and understood the Notice of Virginia House Bill 1 under the Family Education Rights and Privacy Act (FERPA) and Virginia Freedom of Information Act (FOIA).

Can my selection via “My NSU” count as "written consent," giving permission for NSU to disclose my email address, address, or phone number?

Yes, in this case, logging on to My NSU, reading the disclosure, and following detailed instructions to submit your selection will satisfy the consent requirement. *(Under Development)*

What if I want to Opt-Out after I have Opted-In?

By sending an email to hb1@nsu.edu stating:

*I understand that under FERPA and FOIA guidelines, Norfolk State University may disclose basic information about me that is generally not considered harmful or an invasion of privacy without my consent, which is released as “Directory Information”.*

*This is notification that I do not want Norfolk State University to disclose what is considered Directory Information from my education records without my written consent, except as required by law. I further understand that Norfolk State University will code my educational records to prohibit their release without my consent within ten business days of this notification.*

…or fill out the Opt-Out form located at: [www.nsu.edu/Housebill1](http://www.nsu.edu/Housebill1) and submit to a faculty and staff member in your school

What happens once I have provided Consent?

Student information will be repopulated back into campus wide directory services, based on conditions provided in the consent forms.
Where do I go to get more information on HB1?

For more information on HB1 please visit or contact us at:

- [www.nsu.edu/Housebill1](http://www.nsu.edu/Housebill1)
- [hb1@nsu.edu](mailto:hb1@nsu.edu)
- (757) 823-8678
- HB1 Student FAQs (attached)