

**UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON D.C. 20202  
FACT SHEET  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974  
(FERPA)**

The FERPA is a Federal law designed to protect the privacy of a student's educational records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect records personally. The school may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need-to-know
  - Other schools to which a student is transferring;
  - Parents when a student over 18 is still dependent;
  - Certain government officials in order to carry out lawful functions;
  - Appropriate parties in connection with financial aid to a student;
  - Organization doing certain studies for the school;
  - Accrediting organizations;
  - Individuals who have obtained court orders or subpoenas;
  - Persons who need to know in cases of health and safety emergencies;
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974Schools may also disclose, without consent, directory-type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a

reasonable amount of time to allow the parent of eligible student to request the school not to disclose that information about them.

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School must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to each school

Schools must adopt a written policy about complying with the FERPA. Schools must give the parent or eligible student copy of the policy, on request.

If you wish to see your child's education records, or if you are over 18 or are attending college and would like to see your records, you should contact the school for the procedure to follow.

If you have any questions about the FERPA or if you have problems in securing your rights under this act you may call (202) 401-2057 or write to: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Room 3017 Washington, DC 20202-4605.

## Students Privacy Act

- In compliance with the Family Educational Rights and Privacy Act of 1974 the Institute of Beauty follows policies that
  - A. Guarantee each Student (or parent/guardian if the Student is a dependant minor) access to that Student's records;
  - B. A new release form must be signed by the student every time to disclose any new contestation or to provide any new documents to parents/family members;
  - C. Student must be present for any kind of meeting or contestation with parents/family members;
  - D. Require written consent from the Student or guardian for release of records in response to each third party request unless otherwise required by law;
  - E. "Directory information" is not published by the school;
  - F. Provide and permit access to Student and other school records as required for any accreditation process initiated by the institution or accrediting agency.

Access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of ten cents per copy. Cumulative education records are maintained for a minimum of five years after graduation or termination. The school makes student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without permission of the owner of the school as all material and records contained therein are property of the school.

Our privacy policy may be changed or modified. You are encouraged to periodically check back here for changes. Flair Beauty College appreciates the importance of maintaining your privacy and how information about you is gathered, used and disseminated. This statement is to inform you of our Private Policy and how we collect and use information.

This policy applies to our information collection and dissemination on (a) our website(s), (b) third party websites (affiliated with us), and (c) other ways we collect and use user information including the purchase of customer lists and data from third parties.

**Information Volunteered by User;** upon completion of any survey, order form or registration form, online or offline, Flair Beauty College will collect user information provided on such forms. Some information is necessary to complete the survey, order or registration, while other information is requested and volunteered by the user to enhance usage of features, or increase eligibility to win prizes or receive special offers. The information provided by users typically include a user's name, address, email, telephone number, birth date, gender, salary range, education, marital status, occupation, employment status, personal and online interest, and other information that may be requested from time to time. We may also collect information about a user's web browser or Internet Protocol (IP) address. Flair Beauty College or a third party may offer users incentives in exchange for providing the requested information. **Information Gathered from Third Parties:** Flair Beauty College may license or otherwise lawfully acquire user information from a third party. This information may include a user's name, address, email, telephone number, birth date, gender, salary range, education, marital status, occupation, employment status, person or online interest and other information that users have lawfully provided to a third party, or a third party has otherwise lawfully acquired. When acquiring these outside sources, Flair Beauty College will exercise due diligence in assuring that such data was lawfully obtained, that the third party has the right to transfer said information to Flair Beauty College, and that we have the right to provide offers from advertisers to the users whose information was obtained. If we obtain user information from websites other than our own, our name will appear and users will be notified that by signing up or accepting the terms and conditions, they will be receiving promotional and marketing messages from Flair Beauty College. There will also be a link to our latest Privacy Policy. Other occasions where Flair Beauty College may obtain user information may include (1) when users claim a prize or seek to redeem an incentive offered by us or a third party, (2) when users request assistance through our customer service department, or (3) when users voluntarily subscribe to a service or newsletter provided by Flair Beauty College or a third party. Flair Beauty College may also obtain user information from public databases.

**Web Beacons:** Web beacons are electronic images that allow a web site to count users who have visited that page or to access certain cookies. These electronic images, sometimes referred to as "single-pixel GIF" or, can track the effectiveness of a promotional campaign and transfer an individual's unique user identification (often in the form of a cookie) and input and associate updated information into our database. Flair Beauty College includes web beacons in HTML-formatted email messages that are sent to determine whether email messages were opened or acted upon. Generally, any electronic image viewed as part of a web page including an ad banner can act as a web beacon.

**Cookies:** Cookies are small files placed on user hard drives that allow companies to analyze the quality and effectiveness of web pages, and identify users with corresponding information in

databases. Users are typically free to decline cookies, although this may limit the use and functionality of a web page's features.

**Other Information Collected Using New Technology:** As technology continues to rapidly change and advance, so will Flair Beauty College's use of such technology. As a result, Flair Beauty College may change or employ additional methods in gathering, using, and disseminating user information.

**Information Regarding Children:** Flair Beauty College will not knowingly collect any personal information from users under the age of 13. Users between the ages of 13 and 18 may use Flair Beauty College Websites, but only under the supervision of a parent or legal guardian who agrees to our Privacy Policy. Flair Beauty College will immediately delete any and all information with if it has actual knowledge that the user information belongs to a user under 13 years of age. Flair Beauty College does not knowingly use information of users under 13, nor disseminate any such information to third parties. This practice is in full compliance with the Children's Online Privacy Protection Act (COPPA).

**Credit Card Information:** Flair Beauty College may collect user credit card information, including without limitation billing addresses and expirations dates (collectively "credit card information") when users place an order with Flair Beauty College or any of its affiliates or subsidiaries through their website. Users' credit card information will be encrypted and protected with SSL encryption software. Flair Beauty College will use users' credit card information for processing and completion purchase transactions, and will disclose such information to third parties only when necessary to complete the purchase transaction.

**Flair Beauty College Use of Information Obtained:** With the exception of a change in control of our company or the sale of substantially all of the Company's assets, Flair Beauty College will not rent, sell, or license users' personal information to any third party, without first notifying users via email of our intent to take such action and allowing users to remove their information from the transfer.

Flair Beauty College uses individual information to provide promotional offers to users through email, advertising, telephone marketing, post mail, and other means of communication. Flair Beauty College reserves the right to use user information for any legally permissible purpose.

**Summary Data:** Flair Beauty College may sell, transfer or share non-individual information in the form of a summary of responses and information without identifying specific individuals or groups.

**Solicited Email:** Flair Beauty College does not send unsolicited email messages to users. Flair Beauty College will send email messages to users if users have agreed on one of Flair Beauty College or third party's website to receive messages from Flair Beauty College, or if the user has agrees from a third party website to receive messages. Users may receive multiple messages from Flair Beauty College or a third party in one day.

**How to Unsubscribe:** Users who wish to unsubscribe from a particular offer should follow the instructions that are at the end of each email message. To unsubscribe from all offers, users must send an email to

[flairbeautycollege@sbcglobal.net](mailto:flairbeautycollege@sbcglobal.net) **Storage Information:** Flair Beauty College stores information on a database on computers in the United States. Procedural and technical safeguards are continuously employed and updated to ensure the protection against the loss, misuse or alteration of

information under Flair Beauty College's control including encryption, firewalls and secure socket layers and other technology. While Flair Beauty College cannot guarantee that user data will not be accessed illegally, Flair Beauty College appreciates the sensitivity and confidentiality of user data and employs various security techniques to reduce the chances of, and prevent, unauthorized access by users both inside and outside of the company.

**Legal Requests:** Flair Beauty College cooperates with law enforcement inquires, as well as third parties to enforce laws, court orders, protect intellectual property rights, eliminate fraud, and help protect both users and our company from bad actors. Flair Beauty College may disclose user information to law enforcement or other government officials as required by law in response to a verified request by law enforcement or other government official relating to a criminal investigation or alleged criminal activity, suspected criminal activity, or potential threats to the safety of an individual. Due to the existing regulatory environment, Flair Beauty College makes no assurances that user information will never be disclosed in any way not otherwise described in Private Policy.

**Practices of Third Parties:** Users should be aware that advertising agencies, advertising networks, and other companies who place advertisements on Websites, email messages and on the internet may use beacons, cookies or other technology to collect user information. Flair Beauty College has no control over, and is not responsible for, any third party's use of cookies, web beacons or other technology to collect user information.

**Unsubscribe Procedure:** Users may unsubscribe from a particular list, either (1) following instructions in each promotional message sent by us, or (2) send an email to [flairbeautycollege@sbcglobal.net](mailto:flairbeautycollege@sbcglobal.net)

**More Information:** If you have questions about this policy, please contact us at [flairbeautycollege@sbcglobal.net](mailto:flairbeautycollege@sbcglobal.net)

**WE RESERVE THE RIGHT TO UPDATE THIS POLICY WITHOUT NOTICE. USERS SHOULD REVIEW THIS POLICY FREQUENTLY.**