



## Release of Personal Electronic Information Following the Death of a Student

### **Definition**

Personal electronic information is defined as the contents of the email inbox and any saved email files plus any information on the student's personal network space. It does not include material posted to or placed on shared sites.

### **Policy**

As a rule, the College will release a copy of the deceased student's personal electronic information only to her executor upon receipt of a copy of the letter from the probate court that names the executor. If circumstances warrant, the Dean of the College may waive this policy at his/her discretion.

If a request is received from law enforcement in connection with an investigation, release of the student's personal electronic information will be made on a case-by-case basis as determined by the Dean of the College in consultation with others as appropriate.

This policy also applies to former students/alumnae to the extent that they remain active users of College email and personal network space.

### **Procedure**

Upon the death of a student, her password will be changed and a copy of her personal electronic records will be made. Her email account will be turned off unless the Dean of the College, in consultation with the Director of Networking, determines that it should be left open for a brief period of time.

When requested to do so by the Dean of the College, the Director of Networking or his/her designee will provide the executor with a copy of the student's personal electronic records on CD or other appropriate media. Direct access to the College's computer system will not be permitted. Any further distribution of the records will be at the discretion of the executor and provided through his/her office.

**The Campus Privacy and  
Security Committee**  
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