



## PRIVACY NOTICE

### MiSSG Data Management System Effective 4/30/2024

**THIS NOTICE DESCRIBES HOW PERSONAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

**PLEASE REVIEW IT CAREFULLY.**

**Understanding the type of information we have:** We (MI Student Aid) get information from the Michigan Department of Health and Human Services (MDHHS), the State of Michigan Center for Educational Performance and Information (CEPI), the U.S. Department of Education's Free Application for Federal Student Aid (FAFSA) application, Michigan Department of Education (MDE), and Michigan Education Trust (MET). MI Student Aid obtains information when an individual submits a FAFSA application through Federal Student Aid, upon individuals creating a student portal account through the MI Student Aid student portal and submitting program applications via the student portal. Student data is exchanged with CEPI, which provides current high school and graduation year and MI Future Educator Fellowship recipient employment history. MI Student Aid receives student data from MDHHS regarding Medicaid eligibility to determine eligibility for the Tuition Incentive Program along with information for the Fostering Futures Scholarship. MET sends student data for MI GEAR UP qualifiers, and MDE sends data for the Dual Enrollment program. It includes your name, date of birth, address, social security number, driver's license number, phone number and other information (if applicable).

**Our Privacy Commitment To You:** We care about your privacy. The information we collect about you is private. We are required to give you a notice of our privacy practices, to follow these practices, and to notify affected individuals following a breach of unsecured information. We may disclose your information without your permission only for administering state and/or federal law. MiLEAP will only disclose information to parties who have both the need and the legal right to see your information. All individuals identified as having a need or legal right to see your information are trained on appropriate safeguarding of your information and enter into data sharing agreements with MiLEAP to ensure secure collection, processing, storage, and disposal of shared information. Examples of parties could include representatives from the Legislature, including the Office of the Auditor General, other State agencies, and contractors. Information provided through this system is used for:

- Determining eligibility for State of Michigan scholarship and grant programs for post-secondary education. This includes proactively communicating with eligible applicants to ensure utilization of funds.

If we use or disclose your information for any purpose not described in this notice, we will do so only with your permission. For example, we will not sell, market, or use your information for fundraising without your permission.

**Retention** MiLEAP maintains and disposes of all information it collects through this system in accordance with state and federal law. Unless otherwise required by law, when the information reaches the expiration date stated in the applicable retention policy, it is destroyed. Information collected is retained as follows:

Student Database Data Entries	Information is retained for 60 years after creation pursuant to the Family Educational Rights and Privacy Act (FERPA).
Scholarship and Grant Program Records	Information is retained until 5 years after eligibility has expired or the maximum amount of money has been collected by the recipient pursuant to FERPA.
Scholarship and Tuition Grant Student Rosters	Information is retained until it is superseded pursuant to FERPA.
Eligible School Files	Information is retained until 5 years after school is no longer eligible pursuant to FERPA.

## Your Privacy Rights

You have the following rights regarding the information we have about you. Your requests must be made in writing to MI Student Aid at the address below. You have a right to:

Inspect and Copy	You have the right to look at or get copies of your records by contacting MI Student Aid via mail at P.O. Box 30462, Lansing, MI 48909-7962 or via phone at (888) 447-2687
Amend	You may ask us to change your records if you feel there is a mistake. We can deny that request for certain reasons, but we must give you a written reason for our denial.

## Changes to this Notice

We reserve the right to revise this notice. A revised notice will be effective for information we already have about you as well as any information we may receive in the future. We are required by law to comply with whatever notice is currently in effect. Any changes to our notice will be published on our website. If the changes are material, a new notice will be mailed to you before it takes effect.

## How to use your rights under this Notice

If you want to file a complaint, your complaint must be in writing. If you are filing a complaint, tell us your name (and the name of the person affected, if you are filing the complaint for another person), what right you believe was violated, who you believe committed the violation, what you want done to correct the problem, and an address and telephone number where you can be contacted.

Data Security  
State of Michigan Department of MiLEAP  
105 W. Allegan Street  
Lansing, MI 48933  
Re: Privacy

OR

Data Security  
MIStudentAid@michigan.gov

You will not be penalized or retaliated against for filing a complaint with the Michigan Department of Lifelong Education, Advancement and Potential.

### **Copies of this Notice**

You have the right to receive an additional copy of this notice at any time. Please contact us to request a copy.

The Michigan Department of Lifelong Education, Advancement and Potential does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs, or disability.