



Microsoft 365 and Institutional Systems Privacy Notice

Toccoa Falls College provides Microsoft 365 (including Outlook, OneDrive, SharePoint, and Teams) as an institutional service for students, faculty, staff, and authorized affiliates.

Information stored or transmitted within Microsoft 365 may include email messages, files, calendars, chat messages, and related metadata created or received in the course of College business.

Toccoa Falls College remains the data controller for institutional data. Microsoft acts as a data processor under its contractual Data Processing Addendum and Privacy Statement.

Authorized College administrators may access accounts and data when required for legitimate educational, operational, legal, or security purposes, including compliance with FERPA, records retention requirements, system maintenance, investigations, and eDiscovery.

Use of Microsoft 365 is governed by College policies including Acceptable Use, Records Retention, and applicable federal and state laws.

Microsoft's privacy and security practices are described at:

<https://www.microsoft.com/privacy>