

DAU 9-4 Students and DAU Employees personal Information Release policy

Policy Code	Policy Name		
DAU 9-4	Students and DAU Employees personal Information Release policy		
Responsible Executive		Current Revision Date	Next Revision Date
-College Coordinators -Deanship of Admission, Registration and Student Affairs		10/2023	10/2027

1. Policy Purpose

This policy gives clear guidelines to faculty staff, and students of DAU who will request some information about DAU.

2. Policy Scope

The Policy applies to all institutional data at DAU University and to all faculty staff and students' information at DAU.

3. Policy Statement

DAU ensures that releasing any information to the public respects the rights of individual privacy, confidentiality of records, and serves the best interests of students and the institution. Only the Deanship of Admission, Registration and Student Affairs is the Authorized unit to release the students' information.

It is the responsibility of the unit requesting information to maintain the absolute confidentiality of that information as specified in this policy statement. Release requests in DAU may be:

- *Internal Requests:* Internal requests are those made by a university office, a university employee, or a university student.
- *External Requests:* External requests are those made by individuals, agencies, groups, or other entities outside of the University or by university members not acting in their official University capacity.

DAU responds to internal and external University data requests. Requests are handled on a case-by-case basis, mainly facilitated by the Authorized unit in DAU.

- Internal University data requests that meet legitimate business purposes shall be directed to the concerned office.
- External requests for quotes, interviews among others, are generally directed to the President to ensure that the quotes and interviews, come from the highest level in the University management. The President may also direct requests to other members as appropriate to strengthen the positioning of individual colleges and/or offices.

DAU can release the students' information in the following cases:

- If it is needed by governmental agencies, verification agencies, parents, other universities, our services providers, Donors, sponsors, and related entities, from time to time if the student approves.
- The college's departments have access to personal information (students' names, addresses, and other contacts) and student transcripts so they can monitor class pass ratios or recognize educational achievement.
- All requests for any students' information must be referred to the Deanship of Admission, Registration and Student Affairs with justification for asking for the students' or employees' information.
- If the student asked for a change in his/ her information, the updating requested by a student must be referred to the Deanship of Admission, Registration and Student Affairs.

- The graduation certificates are the personal property of students. Upon program completion, the certificate is handed directly to the student unless the student authorizes its release in writing to another person or entity.
- The Deanship of Admission, Registration and Student Affairs may publish a list of the academically warned students.

Students' Information available for release is limited to:

- Full name
- Address and telephone number
- Degree(s) and date of degree(s) awarded by DAU
- The grade obtained (CGPA)
- Student address and telephone number
- Email address

It is the responsibility of the unit requesting information to maintain the absolute confidentiality of that information as specified in this policy statement. To maintain the confidentiality of information and control of secured data, the following guidelines should be taken into consideration:

- Academic advisors have full access and authority to review and obtain students' transcripts, academic status, transactions, and attendance only for students on their advising list.
- An individual faculty member has full access and authority to review and obtain only his/her Course Evaluation Survey results for all courses taught in all semesters.
- Instructors, Course Coordinators, Deans, and Vice deans have full access and authority to review and obtain faculty members' Course Evaluation Survey results only for faculty at their respective colleges.
- College Deans, Vice-deans, Heads of Department have full access and authority to review and obtain students' transcripts, academic status, transactions, and attendance, only for students studying at one of the programs in their colleges.
- All college coordinators and chairpersons have full access and authority to review statistical reports about admission, registration, scheduling, classroom assignments, and graduates of their academic programs.
- The Deanship of Admission, Registration and Student Affairs has full access and authority to review and obtain data about current DAU students and DAU alumni. However, any confidential data about staff members or students could be requested only upon written approval from Top Management. Even in this case, confidential data about individual faculty or staff members or students including their performance evaluation results should not be disclosed.
- All administrative units have the right to request, in writing, suitable statistical reports about admission, registration, scheduling, classrooms assignments, and graduates.
- These requests must not include any confidential data about any person. However, confidential data can be provided with the written approval of the President.

4. Policy Procedures

Requests for accessing private information of faculty members and students will follow the procedure below:

- The requestor contacts the coordinator of the college with the request.
- The coordinator forwards the request to the Deanship of Admission, Registration and Student Affairs.
- The Head of Deanship of Admission, Registration and Student Affairs reviews the request for compliance with this policy and approves the request.
- The Deanship of Admission, Registration and Student Affairs forwards approved requests to the Head of IT Department, who will provide the data requested (if available) to the office of the Deanship of Student Affairs.
- Due to the sensitivity of such requests, it is crucial that the parties involved in this process do not disclose any information.
- External Requests for access to information will follow the procedure below:

- When the University Data is required for the outside community, the MOE regulations and university policies must be followed.
- Employees of the University may only share some of the University information to a Third party that is Publicly Available unless they have the consent of the individuals whose information is being requested.
- The Public Relations Department should be contacted with any information requests from the media as they will oversee coordinating the response.
- All requests for educational records should be forwarded to the appropriate office.

5. Related Policies/ Documents/ Forms

NA

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the Policy