



جامعة نِزْوَى
University of Nizwa

Policy of Registration and Record Privacy and Access to Information

Approved
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2005

I. INTRODUCTION

University of Nizwa's aims is to serve the community and supports the accessibility of information to stakeholders. However, it further maintains the security and privacy of student's information. This policy demonstrates the requirements governing the privacy and access to information. It states the regulation of collecting, storing, utilizing and disseminating the personal Information. It informs the students of their rights to access their own Academic records. Further, it guides to who the record could revealed to.

II. OBJECTIVE

The policy aims at facilitating the university's compliance to the privacy practice and restricted access to the student's information. The policy also aims at sharing the information to authorized stakeholders

III. PURPOSE

The purpose of the policy is to protect the privacy of students records whose information is stored (either Electronic or paper-based) on the University resources and how it should be responsibly used.

IV. SCOPE

This document applies to students' Academic records.

V. DEFINITIONS

Records. Group of records which pertains to one or more students and is maintained by Deanship of Registration & Records and the Colleges.

Personal Information. Any information pertaining to any record such as: name, phone, address, transcript.

VII. POLICY STATEMENTS

1. UoN faculty and staff shall have access to specific information when it is necessary and consistent with the purpose for which information is requested.
2. The University of Nizwa shall not reveal or disclose any information maintained by R&R to external institutions or individuals unless for the following:
 - 2.1 The student record pertains has a sponsor or guardian. This information will be rebated upon request by proving the relevant documents of guardianship or kinship.
 - 2.2 The University has received written assurance that the information will be used only for official and academic purpose.
 - 2.3 The student has formally signed a waiver to disclose information
3. The following conditions shall safeguard records access control to ensure confidentiality of records:
 - 3.1 Staff at R&R and college administration unit signs a pledge to maintain the students' records safely.

- 3.2 Staff at R&R and college administration units are responsible for the collection, storage, and maintenance of data.
- 3.3 Staff shall not collect any irrelevant personal information from students.
- 3.4 Staff at R&R and college administration units should respond to any request of records disclosure with obtaining an academic transcript by requesting a proof of identity.
- 3.5 Staff at R&R and college administration units should not disclose any personal information.

VIII. PROCEDURE

- The deanship of R&R shall collect the personal Information that is relevant and needed for Academic records.
- The information is collected for the purpose of communication, issuing transcripts, and for preparing statistical reports.
- The records maintained shall be both electronic and paper based.
- Student files with a unique identification number (File No.) are prepared to store electronic or paper based records.
- Students' user account is created in university's Eduwave and all academic records are available in that account.
- All records shall be secured and revealed to authorized stakeholders only.
- Pledge to protect and maintain the student and Academic records shall be signed by the concerned R&R and college administration unit staff.

IX. ROLES AND RESPONSIBILITIES

1. The **University Registrar** in coordination with the deanship staff and college administration units along with the Registration Archivist, will be responsible for protecting, monitoring and reporting of Academic Records.
2. The Archivist shall
 - Ensure the store is constantly secured.
 - Ensure the activation of surveillance cameras, door lock, anti-fire system, and the anti-fire cabinet.
 - Carrying out the activities required to maintain the storage structure.
 - Ensuring that the information contained in an archive can be consulted and retrieved.
 - Preserving the integrity of the archive materials and ensuring data confidentiality.
 - Activating and managing the archiving management system.
 - Receiving requests of files and documents from the authorized stakeholders and provide the needful.
 - Following files - in and out of the archiving store and ensuring that all files are kept in their belonging place.
 - Doing an annual inventory of files and provide report to the Director of Registration and Records.