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Policy: **Information Release**

Code: **06ST07**

Reviewed/ Revised: **23/07/2022**

Date of Next Review: **February 2024**

Policy Owner: **Head of Academic Services and Registry**

Target audience: **All Students**

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**PURPOSE:**

The purpose of this policy is to provide guidance regarding access of Student Files and Records.

**SCOPE:**

This policy applies to all records that are generated as a result of a student's interactions with EAHM, where such records include student's personal information.

EAHM follows the Global Data Protection Requirements (GDPR) recommendations, while conforming with the Ministry of Education records retention requirements.

**DEFINITIONS:**

**Records** include all academic and operational documents related to a named, individual student from the time he or she applies to study at the Academy, to graduation. The documents may be in print or electronic form.

**POLICY STATEMENT:**

Access to a student's education records is available to authorized officials of the institute for purposes of recording grades, attendance advising, academic progress review etc. The confidentiality of student information is maintained, and periodic reviews are conducted to check the efficacy of the system. Students' records are not disclosed to any third party without written consent of the concerned student(s). Exceptionally, student information will be shared, without permission, with parents or guardians who have been authorised to access the information prior to that instance, with external or internal auditors, with medical personnel or government officials, if the EAHM deems a situation to be critical enough to require such attention.

Retention period, storage location and access right for each type of information is available in EAHM Policy 06ST06 Student Records.

**RESPONSIBILITY:**

The Head of Academic Services and Registry (Registrar) is responsible for the implementation of this policy and will update the policy as needed.

**IMPLEMENTATION OF THE POLICY:**

All requests from students to check the contents of his / her education records, including grades and other relevant information or discrepancies shall be made in writing and submitted to the Registrar for necessary action.

**ASSOCIATED DOCUMENTS:**

- 06ST06 Student Records

**MENTIONS:**

N/A

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024.**

**POLICY APPROVALS RECORD**

Policy Name:	<b>Information Release</b>	
Policy Code:	<b>06ST07</b>	Formerly: NA
Date of first approval:	<b>23/07/2022</b>	

<b>Reviewed/ Updated</b>	<b>Details of Amendment</b>