

<b>Policy Title</b>	Student Record Privacy and Retention
<b>Responsible AIU Office (Higher Management/Directorate)</b>	Vice President for Academic Affairs
<b>Policy Owner (Executive Department/Office)</b>	Admission and Registration Department
<b>Pertinent Dates</b>	Create Date: April 2022 Expire Date: Revise Date Approval Date: Effective Date:

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## I. SCOPE OF POLICY

Student record privacy policy focuses on the types of information that are considered private or public. Classification of records and which need student consent to be released and which does not need such consent.

The policy also illustrates the student record retention rules.

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## II. DEFINITIONS

**Student recruiting record:** are information required to be provided by students at the admission phase. These records include Name, gender, contact information, date of birth, high school information, latest received degree, previous post-secondary education institution attended, academic major.

**Student education record:** are records that are directly related to a student and that are maintained by AIU. These records include but are not limited to grades, transcripts, class lists, student course schedules, health records, student financial information, co-curricular activities, and student discipline files.

**Eligible student:** enrolled student in AIU who has the right to access his education record without permission from the guardian parent/s even if under the age of 18.

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## III. POLICY STATEMENT

### Access Rights:

**Student Access:** students are given a central access to their records that are directly related to the student and are maintained by AIU as follows:

- The right to inspect and review education records maintained by AIU;
- The right to seek to amend these records;
- The right to have some control over the disclosure of information from these records.

The student is eligible to have the right to access the records by enrolling in AIU despite being under the age of 18, except for withdrawing from AIU; the withdraw request should be signed by both the student and the guardian parent.

The student needs to sign a consent to release any information to any other institution or party.

#### **Parent Access:**

- Guardian parent must sign application of enrollment, and submitting the original enrollment documents to the office of admission. And in case of withdraw from AIU; the guardian parent must sign the withdraw request.
- Guardian parent only have the right to access the student's education records.

AIU reserves the right to use students records among its offices for the purposes of preparing statistics, planning and providing different services and research purposes.

AIU reserves the right to disclose personally identifiable information from an education record to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In addition to information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, other members of the school community. Disclosing this information might be released to school officials, or other schools or the Ministry of Higher Education.

Information which can be publicly released without needing to seek the student's consent: name, address, telephone, email address, photograph, date and place of birth, national ID number, passport number major field of study, dates of attendance, grade level, enrollment status, scholarship information, tuition and fees payment information, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the previous education institution attended.

Ministry of defense have the right to disclose any information concerning male students enrolled in AIU.

Enrolled student record must be secured, protected and retained in both electronic and physical medium. The Registrar office is the main students' files custodian.

After graduation; the student collects their physical file that includes previous institutions certificates, but all admission and education record maintained at AIU will be kept. The Alumni department is the main custodian for the graduated students' files.

Education record must be retained for ever as the student may request extra copies of their transcript or certificate. Personal and enrollment record should be updated regularly through the alumni department after the student is graduated. Education record will remain under the Registrar custodian as a softcopy and in the Student Information System (SIS). The Registrar office may request to disclose the information that is saved at the Alumni department.

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#### **IV. RESPONSIBILITIES**

The Registrar office is the chief student recruiting and education records custodian at AIU. Registrar's office is the first contact with parents, students, law enforcement and other external agencies seeking information from the student record. Therefore, the registrar office applies the access to and release of students recruiting and education records.

The Alumni office is the main custodian of the graduated physical files, and responsible for updating personal information on the system.

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#### **V. POLICY STANDARDS AND PROCEDURES**

- 1- Student signs the acknowledgment of the "Conduct Policy".
- 2- The Registrar office maintains physical and electronic copy of the student file.
- 3- If the student wants the AIU to disclose his education record, he must give a written consent to be filed in his file.
- 4- A request to access student's education record is a must to be asked and approved by the Vice president of Academic Affairs before disclosing the information.

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VI. **FORMS/INSTRUCTIONS (if applicable)**

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Consent to release education record.

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VII. **APPENDICES (if applicable)**

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VIII. **CONTACT INFORMATION**

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Email: [registrar@Aiu.edu.eg](mailto:registrar@Aiu.edu.eg)

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

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