

PUBLIC INFORMATION DISCLOSURE POLICY

Contents

Introduction.....	3
Compliance to Data privacy.....	3
Access to student information.....	3
Published content.....	4
Breach of Authority.....	4

Introduction

The stakeholders of SBS RAK UAE – UAE, are responsible for maintaining privacy and ensuring security of confidential information and data. Information will be considered as confidential information when it belongs to any of the below mentioned category.

- (a) It is used exclusively for research, testing, evaluation, and related activities
- (b) It is designated as confidential by the external source before or at the time it is received
- (c) SBS-RAK has signed an agreement to keep the information confidential

Compliance to Data privacy

Stakeholders must comply with following policies related to data privacy:

- i. They must protect and safeguard confidential information related to SBS RAK – UAE University which they have access.
- ii. They shall use, access, store, or disclose confidential information or data, directly or indirectly, as appropriate in the performance of their assigned duties.
- iii. They must comply with policies related to access, use, and disclosure of confidential information.
- iv. They shall not remove material or property containing confidential information or data from their department or program area unless it is necessary in the performance of the person's assigned duties or role.
- v. If an individual has any question relating to the appropriate use or disclosure of confidential information or data, the individual shall consult with their immediate line manager or other authorized University personnel.
- vi. Any known or suspected violations of this policy should be immediately reported to concerned authorities.

Access to student information

Student's records shall not be disclosed to anyone without his consent.

Only following University personnel have the right to access student information:

1. Academic Dean
2. Director-Quality Assurance and Institutional Effectiveness
3. Accreditation bodies
4. Regulatory and Judiciary
5. SBS Main Campus

Published content

It is the responsibility of the heads of respective department that the content related to their department published on the SBS RAK – UAE, website and other public disclosure documents are appropriate and comply to the University norms. The Quality Assurance and Institutional Effectiveness shall regularly monitor the published content and ensure its consistency throughout all the public disclosure documents.

Breach of Authority

Other than the authorized personnel as stated in the policy any other person discloses the information, will be in his personal capacity and will have to bear all the consequences of legal implications, SBS RAK – UAE will not be responsible in any manner and it is free from all liabilities.