

STORAGE & MANAGEMENT OF STUDENT RECORD POLICY

SBS Swiss Business School, RAK Campus

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SBS-SMSRP-V01	SBS Swiss Business School, Rak Campus Storage & Management of Student Record Policy	V01	18.06.2023
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1. Introduction

This policy has been developed to provide a clear and consistent framework for the storage and management of student records at SBS Swiss Business School RAK Campus. It is in full compliance with the standards set by the main campus to ensure consistency, data security, and quality standards.

2. Purpose

The purpose of this policy is to establish guidelines for the creation, storage, retention, and secure disposal of student records. This policy aims to safeguard student data integrity, confidentiality, and accessibility while supporting the academic, legal, and operational requirements of SBS Swiss Business School RAK Campus in alignment with the main campus.

3. Scope

This policy applies to all student records, whether maintained in physical or digital formats, by SBS Swiss Business School RAK Campus. It encompasses a wide range of student data, including but not limited to personal information, academic records, medical details, and any other relevant data collected during a student's tenure at the institution. The policy ensures that all student records are securely stored, accessed, and managed in strict compliance with the established data protection and management framework followed by the main campus. It also reinforces adherence to applicable legal and institutional standards, safeguarding the confidentiality, integrity, and availability of student information while promoting transparency and accountability in record-keeping practices.

4. Policy Statements

4.1. Record Types

SBS Swiss Business School RAK Campus must maintain the following student records, as per the guidelines of the main campus:

1. **Personal Information:** Name, date of birth, nationality, parent/guardian details, passport copy, Emirates ID, and contact information.
2. **Enrolment/Admission Records:** Application forms with all documents, language proficiency test records, and enrolment letters.
3. **Academic Records:** Attendance, student progression, grades, transcripts, and certificates.
4. **Behavioural Records:** Discipline logs and behavioural reports.
5. **Health Records:** Health information required and student well-being.
6. **Special Needs Records:** Individualized learning plans and accommodations.

4.2. Data Privacy & Security

1. A **Data Protection Plan** must be implemented, in line with the policies of the main campus, including:
 - Providing staff training on data privacy and protection measures.
 - Ensuring that student records remain confidential and are not shared publicly or with third parties except as required by law.

4.3. Record Retention

1. Student records must be retained for a minimum of five (5) years after the student leaves SBS Swiss Business School RAK Campus, in accordance with the main campus guidelines.
2. Graduation records, including certificates and transcripts, must be preserved indefinitely.
3. Transfer certificates must be securely archived and remain accessible for regulatory compliance.

4.4. Record Storage

1. Physical Records

- Stored in locked, restricted-access areas with appropriate environmental conditions.
- Access limited to authorized personnel only.

2. Digital Storage

- Electronic records must be stored on secure servers or cloud storage systems with encryption and access controls. Only authorized personnel should have access to specific document categories.

4.5. Record Disposal

1. Records exceeding their retention period of 5 years must be securely disposed of by:
 - Shredding physical documents.
 - Permanently deleting electronic records using certified software.
2. A log of disposed records must be maintained, including disposal method and authorized personnel involved.

4.6. Record Transfer

1. Upon student transfer, key records, including academic progress and health information, must be provided with written parental consent (applicable only for Bachelor's students). This is required on the grounds of ensuring a smooth academic transition, maintaining continuity in educational progress, and complying with institutional and regulatory requirements for student data transfer.
2. Records must be transferred securely to prevent data breaches, following the protocols of the main campus.

4.7. IBC Closure

1. In the event of campus closure, a Records Preservation and Transfer Plan must be submitted as per RAK DOK, detailing:
 - Storage or transfer of student records.
 - Designation of a custodian responsible for maintaining record accessibility.

5. Compliance

SBS Swiss Business School RAK Campus must ensure full alignment with the main campus in maintaining compliance with RAK DOK regulations.

6. Feedback & Continuous Improvement

This policy will be reviewed annually to incorporate feedback, address emerging needs, and ensure compliance with current regulations and the main campus policies.

7. Contact Information

For any inquiries regarding this policy, please contact: info@atmsedu.org

8. Conclusion

Effective storage and management of student records are fundamental to the smooth functioning of SBS Swiss Business School RAK Campus. Adherence to this policy ensures regulatory compliance, enhances operational efficiency, and safeguards the integrity of student records. By following these guidelines, the institution reaffirms its commitment to transparency, security, and academic excellence in alignment with international best practices and the main campus framework.

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