**Privacy & Security of Student Data**

**Policy Statement**

1. The IPA only holds information that is necessary for the successful administrative and academic management of both the student’s education and the programme itself.
2. The information is stored in a secure manner – hardcopy information is held in a strong room and electronic information is accessible only to appropriate education staff.
3. Student information is not shared with any third party without the express written permission or approval of the student concerned.
4. Staff will confirm the identity of the student when dealing with them (dob, address etc)

**Procedures**

Student Records

* The student will provide the IPA with required information by completing a hardcopy application form or continuing registration form.
* The forms will be stored in a secure, lockable strong-room.
* Electronic data will be stored and managed primarily on EBS, the student system, though processed data may also be stored in the department drive as part of discrete work undertaken.
* Access to EBS is controlled. Relevant staff require a username and a password. Activity is logged and traceable.
* Access to the departmental drive is restricted to relevant staff. Any work files with personal details are password protected.
* Personalised student details will not be provided to any third-party (with the exception below) unless the student has given permission/approval for the third-party to receive the information.
* Student information necessary for the successful administrative and academic management of the programme will need to be provided to lecturers & administrators involved with the relevant programme and shared with the awarding body (NUI/UCD).
* Transfer of data to the awarding body must be password protected.

Student Assessment Results

* Student results, once ratified by an exam board, must be posted to students using the correspondence address provided upon registration. No results will be provided over the phone. Results may be handed to students in person once identity has been established.
* Individual results will not be shared with any third party – outside the programme academic and administrative team and the awarding body – without the express permission of the student.
* Results are stored on broadsheets of results, which are not publicly available. Relevant staff members should retain these.