

## SG.17 STUDENT INFORMATION KEEPING & DISCLOSURE

APPROVED BY	<b>STRATEGIC LEADERSHIP TEAM</b>	VERSION	<b>2016-v1</b>
REVIEW STAKEHOLDERS	▪ DEAN	Last reviewed	2016
	▪ HEAD OF OPERATIONAL SERVICES	Published	December 2016
	▪ HEAD OF TEACHING & LEARNING	Review period	3 YEARS
	▪ STUDENT ADMINISTRATION MANAGER	Next review	2019
PURPOSE	This policy specifies information kept on a student file and access to such information, in keeping with the requirements of the Privacy Act.		

### 1 PURPOSE

This policy specifies information kept on a student file and access to such information, in keeping with the requirements of the Privacy Act.

### 2 POLICY

1. 'This policy applies to documents and database information collected in relation to students' enrolments and study.
2. All such information is treated as confidential, and may be accessed only by BTI programme administrators, programme coordinators, the SLT, or other BTI staff when a specific need arises.
3. All application, enrolment, registration, fee calculation papers, interim transcripts, practicum reports and other papers that provide a record of student's progress in their programme are held on their personal files. A student may request a copy of all information held on his or her personal file subject to #6 below.
4. The Institute is required to report student data to fulfil legislative requirements associated with the funding of students' study. At enrolment the Institute will obtain permission from students regarding making other disclosures of information.
5. A student may request in writing that corrections be made to information held in his or her student file. In accordance with the Privacy Act, where BTI cannot support the proposed corrections, the student's written request for corrections will be included together with the disclosed information.
6. Confidential referee reports are not available for viewing by students, neither are they disclosed to any third party, as per the Privacy Act 1993 Part 4 section 29.
7. All documentation not directly relevant to the student's progress nor required for ongoing assessment, recording or discussion, will not be retained on file.
8. Specific disclosable documents such as application and registration forms, course transcripts, year check lists, and formal correspondence are retained as an archive for three (3) years after completion or withdrawal, and may be accessed by a student on request. A record access fee may be applicable.
9. Police check reports are to be kept only for such time as allowed by the NZ police vetting service.