

CONFIDENTIALITY OF STUDENTS' DATA

The System

1. All students' particulars (i.e. Application/Registration Form, other personal records) are stored in their respective student's personal files and selective personal data are captured in the computer data base.
2. The personal files and computer records are only accessible by designated staff managing these records. The particulars stored in the computer are to have user id and password protected.
3. The manual records of students' particulars are kept in cabinets under lock and key outside the school operating hours. During the operating hours, only designated staff could have access for their work purposes. The student records are not permitted to be booked/ taken out from the repository, unless prior permission is obtained from the Record Manager.
4. It was specifically mentioned in the Application/Registration Form that the students' particulars completed through the Form are used only for the School's internal use. Prior permission must be obtained in writing from the student if the particulars are to be used for other purposes. In this instance, the student must give his/her consent by signing a 'Consent Form' where the purpose is mentioned.
5. Permission to use the students' particulars, data other than for the School internal marketing or students' billing is to be sought from the School Manager.
6. The proper use of a student's particulars is disseminated in the orientation and training programme of all staff to ensure they are aware of this policy. Internal directive on this is also circulated to existing staff to ensure no one is ignorant of this ruling. This is to inculcate in them a sense of responsibility towards safeguarding student data at all times.
7. Failure to comply with the proper use of students' particulars may render those who flouted the procedure to disciplinary measures. The penalties include:
 - First-time offenders given letter of reprimand or warning
 - Repeat offenders may result in dismissal action
 - Court action may be taken against those who wilfully committed the offence