



## **PROVIDE PROCEDURES TO SAFEGUARD/PROVIDE ACCESS TO RECORDS**

**Trench Town Polytechnic College  
8<sup>th</sup> Street Trench Town, P.O Box 13  
Kingston 12**

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Student records encompass all identifiable records, files, documents, and other materials that contain information directly related to the student and are maintained by the College or College employee. These Education records may be classified as academic, disciplinary, and administrative and may include but are not limited to the following:

- i. Grades/assessment results, courses taken, academic specializations and activities, official letters regarding status in College and transcripts;
- ii. Date and place of birth, parent(s) or guardian and or spouse's addresses, next of kin and emergency contact;
- iii. Personal information: student's identification number, immunization records, Taxpayer Registration number, picture, birth certificate, NIS, Marriage certificate, or other information that can identify or locate the student, attendance records, and awards conferred, and degrees/certification earned;
- iv. Disciplinary records;
- v. Medical and health records, College Nurse records that the College creates or collects and maintains.

By applying for admission to Trench Town Polytechnic College and by enrolling in a programme or course, students consent to the collection of their personal information for educational, administrative and statistical purposes. Such information is needed to: process their application, enrolment and registration; record and track their academic progress; provide the basis for awards, scholarships, grants and government funding (where applicable) and related recordkeeping purposes.

The College will maintain both a paper-based and an electronic record of students' achievements. The former will be preserved permanently, in accordance with the College's records retention policies.

## Policy Statement

Trench Town Polytechnic College will maintain complete records as required by the policy of the Ministry of Education, youth and Information, the Council of Community College of Jamaica, Accreditation Bodies and all training partners.

The College is committed to protecting the rights of all students with respect to their education records and will regulate access to all education records in accordance with this policy.

The College will provide records in response student's request that they be provided.

### **Access to student records.**

Students' education records are official and confidential documents. The contents of each file are secured by file fasteners and each document bears a recognition number which safeguards against loss/misplacement. Education records are kept in locked and secured filing cabinets in the Office of the Registrar. Some medical and health records and, College Nurse records are maintained at the Nurses Office in a secured filing cabinet. Besides the security of the cabinets themselves, the Offices are safeguarded by an intrusion alert system, 24-hour video surveillance and serviced by a 9-Panel fire alarm system.

Access to educational records are strictly managed by the Registrar who monitors all files through the File Control system of record keeping and accountability. As far as is possible the files are utilized in the Office of the Registrar. Upon request of the file the reason for the request is ascertained and verified as legitimate and the requisite paperwork ensues. If a file has to be removed from the Office, it has to be signed in and out by the authorized personnel and pagination details noted upon dispatch and retrieval.

Authorized employees of the College are permitted access to information contained in student records, only if they need to know the information in order to perform their official duties. To safeguard/protect the privacy of student education records the College has implemented the principle of least privilege. Meaning, each authorized user will be

assigned the minimum level of access necessary to perform his or her job functions. The least-privilege principle grants access control that limits each user's access to only those records required for his or her job.

Authorized employees who have access to student education records are obligated to carefully protect them and will be held accountable for safeguarding them. Policy or procedure violations may result in disciplinary action.

### **Posting grades.**

When posting grades or examination results all personally-identifiable information such as ID numbers, and students' names will be eliminated. Examinations papers, will bear students' ID numbers and not their names and will be made available for pick by respective lecturers in a manner that ensures the privacy of each student's grade.

### **Disclosure of student records.**

Students' personally-identifiable information may only be released to a third party, with the written consent of the student.

### **Accessing and Using Student Education (Electronic) Records**

Access to students' information online at the Student Management System is permissible by Authorized College personnel with designated responsibility in the performance of their designated job duties only. The least-privilege principle is in effect.

The TTPC will grant access to student records to the following persons:

1. The student
2. The student's Parent or Guardian

Persons requesting access to records should consider the nature of the records and if a formal request is necessary; some requests can be managed face-to-face and be given in in a brief meeting with the Registrar. If a formal request is deemed necessary; to request access to student data the Access Request Form (Appendix A) has to be completed.

The following fees will apply: The TTPC will require the applicant to pay a fee of JMD 500.00 inclusive of copying fees (if necessary) to access records.

### **Identification**

The applicant is required to show identification. The following forms of identification will be accepted:

1. A valid government issues driver's license
2. A passport
3. National identification

## **Timelines**

The TTPC and authorized personnel granting access to records should be guided by the following timelines:

1. One week: These records will include grades, assessment records or assignment information
2. Two weeks: These records will include documents such as transcript will need to be process and approved
3. One month: These records will require time to gather, organize and submit for approval. Documents such as archived documents or several pieces of information including those which are a combined package of documents/ records.

## **Approval/Denial of Access**

The TTPC will approve access to records including records of history, but will deny access under the following circumstances:

1. Donated records – any donated and archived records which will publish personal information regarding the donator
2. Research – any information which the Educators, Research Officer of any member of eth TTPC has collected to facilitate published research or research done to facilitate any other institution. The published research can be accessed and the following exemptions will exist:
  - a. Information regarding the history of the institution
  - b. Funding information
3. Teaching material with the exception of assessment pieces, rubrics and portfolios.



**OFFICE USE ONLY:**

Processed by: \_\_\_\_\_

date: \_\_\_\_\_

Approval status \_\_\_\_\_

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\_\_\_\_\_  
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**STUDENT RECEIPT:**

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Reference number: \_\_\_\_\_