POLICY FOR CONFIDENTIALITY OF ACADEMIC AND MEDICAL RECORDS OF UNIVERSITY STUDENTS

UNIVERSITY OF CHILD HEALTH SCIENCES, LAHORE

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UNIVERSITY OF CHILD HEALTH SCIENCES, LAHORE

Policy for Confidentiality of Academic and Medical Records of University Students	
Recommended by:	Academic Council, University of Child Health Sciences, Lahore on dated 27th March, 2025
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POLICY FOR CONFIDENTIALITY OF ACADEMIC AND MEDICAL RECORDS OF UNIVERSITY STUDENTS

Confidentiality is a fundamental principle in managing the academic and medical records of students in a medical university. Protecting this sensitive information is essential to maintain trust, comply with legal and ethical standards, and ensure that students' privacy is respected. Below is a comprehensive institutional policy that outlines the measures to safeguard the confidentiality of student records.

Definitions:

Academic Records: Includes transcripts, evaluations, attendance records, and examination results.

Medical Records: Includes health reports, certificates, and medical history maintained by the institution.

Scope of the Policy:

This policy applies to all employees, contractors, and any other personnel who have access to student academic and medical records. It includes:

- Academic records such as grades, coursework submissions, and transcripts.
- Medical records collected by university, including physical and mental health details.

POLICY GUIDELINES

1. Academic Record

Secure Storage and Access Controls

Physical Security: Records stored in physical form must be kept in secure, locked cabinets accessible only to authorized personnel.

Digital Security: Electronic records must be stored on encrypted servers with access restricted to designated personnel through password-protected systems.

Access Logs: A system for tracking access to records must be maintained, recording who accessed the information and for what purpose.

2. Medical Records

Collection: Medical records may only be collected with the student's informed consent, unless required in emergencies or by institutional policies.

Storage: All medical records will be stored separately from academic records in a secure and restricted-access system.

Access: Only authorized healthcare professionals or administrative staff managing health-related issues may access these records.

Confidentiality in Treatment: Medical issues disclosed by students to faculty or staff must remain confidential unless there is a direct risk to the student or others.

3. **Restricted Access and Sharing**

Need-to-Know Basis: Access to student records is granted strictly on a need-to-know basis. Only authorized personnel, such as academic advisors or healthcare providers, can view records relevant to their duties.

Consent for Disclosure: Medical records may not be shared without the student's explicit written consent, except in situations where disclosure is mandated by law (e.g., public health emergencies).

Anonymized Data for Research: Any use of student records for research or institutional improvement must ensure that identifying details are removed.

4. **Breach Response Protocol**

Immediate Reporting: Any breach or suspected breach of confidentiality must be reported immediately to the institution's Data Protection Officer (DPO).

Investigation and Mitigation: The institution will investigate the breach, notify affected students, and take steps to mitigate harm, such as offering identity theft protection services if necessary.

5. **Regular Audits**

The university will conduct regular audits to ensure compliance with this policy, including testing access controls and reviewing log files for unauthorized access.

6. **Student Rights**

Students have the right to:

- Inspect their own academic and medical records upon request.
- Request corrections to inaccurate records.
- Be informed of who has accessed their records and for what purpose.

7. **Implementation and Review**

This policy will be reviewed annually by the postgraduate academic committee and updated as needed to ensure compliance with evolving standards and regulations.

This policy underscores the UCHS's commitment to upholding the highest standards of confidentiality, ensuring that all academic and medical records are handled with the utmost care and respect. By implementing robust safeguards, the institution protects students' privacy and fosters a secure educational environment.