



Policy: Student Data Protection

Policy Title	Student Data Protection
Policy ID	2017.9-v1-ST_Po
Responsible Office	Provost
Responsible Executive(s)	Student Affairs, Registrar

Rationale:

To be in compliance with the Maltese Data Protection Act of 2001 and the U.S. Family Educational Rights and Privacy Act (FERPA) of 1974.

Scope:

This policy applies directly to students but is carried out by all faculty, staff, administration and the students themselves. The policy gives the student control over what information AUM releases.

Policy:

The American University of Malta (AUM) abides by the Government Guidelines issued in relation to the Maltese Data Protection Act 2001 and the United States Family Educational and Privacy Act (FERPA) of 1974 as amended, and any personal data stored in our computer system is used in accordance with the codes of best practice.

Regular photographs and videos of school events and activities either in university or on outings are taken regularly. These photographs are used in classroom displays as well as for communication purposes, such as school newsletters, the school website, television, newspaper reports and social media coverage. The written consent of the student is required before taking and using photographs/video for any of the above purposes.

Student information is subject to release by the university unless the university has received prior written objection from the student specifying information that the student requests not to be released. Such written objection should be submitted to the Office of the Registrar. This "directory information" includes student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, degrees and awards received and the most recent educational institution attended.

Students have the right to access their own official records. The written consent of the student must be received before personally identifiable data is released from the student's records to any party other than the exceptions specified below.

AUM is authorized to provide campus officials and employees, who have a legitimate educational interest, access to students' records. These persons are those who have responsibilities in connection with the academic, administrative, or service functions of the university and who have reason for using student records connected with their academic or other university responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g. as part of an accreditation or program evaluation; as part of an immigration process for international students; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

Students have the right to request this information not be released. Should they decide to withhold Directory Information, any future request for such information from non-institutional persons or organizations will be refused. Students may authorize release of information on a case-by-case basis by providing written permission and may cancel the withholding of directory information in the future, if so desired.