

# **UNIVERSITY UNI.LOC Office of General and Legal Affairs**

## **INTERNAL MEMORANDUM / CIRCULAR No. 2026/A-GDPR**

**DATE:** January 20, 2026 **TO:** All Administrative Staff / Student Secretariats

**FROM:** The Director General

**SUBJECT:** IMMEDIATE IMPLEMENTATION OF UPDATED PROTOCOLS FOR SENSITIVE STUDENT DATA PROCESSING (GDPR COMPLIANCE)

**1. Introduction & Regulatory Framework** Pursuant to EU Regulation 2016/679 (General Data Protection Regulation - GDPR) and subsequent national legislation regarding the protection of personal data, the University is mandating an immediate update to internal handling procedures. This follows a recent audit highlighting potential vulnerabilities in the current data retention workflow relative to student records containing sensitive identifiers.

**2. Objective and Scope** The objective of this directive is to ensure full compliance across all administrative departments handling personally identifiable information (PII). Effective immediately, all staff members belonging to the Student Secretariat must adhere to the revised guidelines when accessing, modifying, or archiving student files on the central database.

**3. Mandatory Actions** All relevant personnel are required to:

- Review the technical annexes (currently under final revision by IT Security) regarding encrypted storage protocols.
- Ensure no student data is saved locally on unencrypted workstations.
- Confirm acknowledgment of this directive to the Head of Administration by close of business today.

Failure to comply with these updated protocols may result in disciplinary action and potential legal liability for the University. We appreciate your immediate attention to this critical matter.

---

Dr. Arthur Sterling Director General