

## **POLICY ON CONFIDENTIALITY OF SCHOOL RECORDS**

### **Rationale**

The University of Mindanao is fully committed to upholding the principles of the Data Privacy Act of 2012 and cooperating with the National Privacy Commission (NPC) in ensuring the protection of personal data of students. This policy on the confidentiality of school records has been developed to support compliance with these standards and safeguard the privacy rights of the students.

In accordance with the Education Act of 1982, the University affirms each student's right to access his/her own academic and personal records, while ensuring that the confidentiality of such records is strictly maintained and preserved. Through this policy, the University aims to promote transparency, accountability, and respect for individual privacy within the academic environment.

### **Scope**

This policy covers all activities related to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other classified or strictly confidential and unclassified or non-confidential documents.

### **Guiding Principles**

Disclosure of classified or strictly confidential records is governed by stringent policies as follows:

- A student is entitled to a transcript of records, but not to the other confidential records in his/her file;
- A student has the right to see a copy of his/her academic records and is entitled to an explanation of any information recorded on it;
- The student's file or folder cannot be taken out of the office unless specifically authorized by the Registrar, depending on the purpose for which it is needed;
- School officials and faculty members of the institution may be permitted to look at the academic records of any student if needed in the evaluation of his/her academic standing;
- Request from the court for the production of a student's record are usually coursed through a duly issued subpoena duces tecum, but the student must be notified of the subpoena if he/she is available or if he/she can be reached through any medium of communication;
- Records or grades may be released to parents or guardians without prior approval of the student concerned if he/she is still a minor or have not yet been emancipated from parental authority;

- Request for academic information from a company or firm to whom a student has applied for employment or where he/she is employed should be honored, if with vital importance to his/her employment or promotion. (No company or firm would employ a person without ascertaining his eligibility for hiring or employment.);
- The same consideration should be accorded to request from research or philanthropic organizations or government agencies supporting the student concerned;
- Request for information on a student's record, made via official communication by an authorized agent of any government office, should be honored even without the prior approval of the person concerned as long as the information sought for its limited to his enrollment, academic standing or school work, for the purpose of ascertaining his qualification or eligibility as an employee of this particular government agency;
- Transcript of academic records generally should only contain information about academic status. However, other matters such as discipline may be recorded to determine re-admission;
- Issuance of documents to a proxy. The proxy must present a written authority and valid identification card from the owner of the documents before it is released and enclose the written authority in the dossier of the student authorizing the proxy. The written authority should positively identify the proxy, relationship of the person granting the authority of the proxy.

### **Compliance**

All University personnel are required to comply with this policy. Any violation may result in disciplinary action in accordance with the Code of Discipline.

### **Implementation and Review**

The Records and Admission Center shall oversee the implementation of this policy, in coordination with the Data Privacy Office and other relevant University authorities. Any proposed changes to this policy shall be submitted to Management for approval. Once approved, all revisions shall be communicated to concerned parties and shall take effect immediately.

Signed:

**(Sgd) GUILLERMO P. TORRES, JR.**  
University President

### **References**

Data Privacy Act, 2012  
OPM 7.14-Confidentiality of School Records; Effective June 01, 2017; Rev. 0