	REHMAN MEDICAL COLLEGE	Document Number: RMI- -RMC-
	Standard Operating Procedure	Issue #: 01
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1.0 INTRODUCTION


Rehman Medical College protects the confidentiality of student records, understands and respects individual student's right to privacy. The college recognizes and emphasizes that every student has a right to expect that all the information collected by the institution, other than what it was intended for, will not be used for any other purposes without her/ his consent.

2.0 SCOPE

This policy serves to notify students of their rights regarding their education records and provides the faculty and staff of Rehman Medical College and, other community members, guidance for the maintenance of, access to and release of such education records. The policy applies to all members of the institutional community, including students, faculty, staff, alumni, and volunteers in connection with college activities, as well as contractors, vendors, consultants and affiliates when performing services for the college.

3.0 GUIDING PRINCIPLES

- 3.1 By applying for admission to Rehman Medical College and by enrolling in the MBBS program, students accept the institutional right to collect relevant personal information. The information is needed to establish a record of their performance in the college, provide the basis for awards and to assist the college in effective academic and financial administration. Students also agree that all documentation that they submit to the college, becomes the property of the college.
- 3.2 The college is committed to taking every possible measure to ensure the confidentiality and privacy of the information contained in the records of students. Unless compelled to do so by law, or authorized by the student in writing, the college will not normally disclose the confidential contents of students' records to any party, outside the college.
- 3.3 An electronic record of students' achievements at the college is preserved permanently, but all other documentation contained in students files may be destroyed when no longer required after 5 years.

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proceedings shall not have an impact on academics of the student.

- When applying for financial assistance, each student is normally required to submit a Financial Assistance Form. This statement and all other documents pertinent to a student's financial status will be kept in a separate file and shall be available only to those persons working directly with financial assistance. Information on awards for scholarships, grants, and loans is considered confidential and will not be released to unauthorized persons.
- Medical and psychological records including the copy of the entrance physical and psychological examination are privileged. A student will have access to these records, and information based on these records may be released to prospective employers, other physicians, insurance companies, and other persons or organizations only at the request of the student. Only the conditions, diseases, or injuries that are required by law to report would constitute exceptions to this policy.

5.6 . Monitoring and Use of Student Education Records

The Students Affairs Department of Rehman Medical College must maintain EACH student's educational record and a list of all individuals or organizations who have obtained access to a student's record. The list must indicate the legitimate interest that each person or organization has in obtaining the information. This "record access" is part of the student's education record.

6.0 ANNEXURE

Nil

7.0 REFERENCE


Nil

8.0 AMENDMENT HISTORY




Nil

Version	Date of Revision	Amendment Description (Compared to Previous Version)	Pages Affected

The changes are highlighted in the policy by yellow color for easy recognition

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9.0 APPROVAL SHEET

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