



KOSOVO ART ACADEMY

INSTITUTIONAL AND PROGRAM EVALUATION

Student personal data: capture, retention and disposal

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Student personal data: capture, retention and disposal

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Student personal data: capture, retention and disposal

1 Introduction

- 1.1 The Academy is committed to ensuring that the personal information of all students is handled in accordance with the principles of current Data Protection legislation. Students' personal data is held only for academic purposes.

These purposes include:

- Maintenance of a student's record (including personal and academic information)
- Management of academic processes (including teaching, assessment and the conferment of awards)
- Management of Academy procurement and analysis
- Management of disciplinary processes.

2 Disclosure of examination and assessment results to students

- 2.1 This section sets out the agreed policy on the disclosure of examination and assessment results to students. The Code of Practice below satisfies the legal requirements for the disclosure of information under current Data Protection legislation.

2.1.1 The Academy treats examination and assessment results with strict confidentiality. Results are communicated to students on an individual basis.

2.1.2 The Academy will confirm to each student the results which s/he has been awarded in respect of each individual assessment.

2.1.3 The assessment and grading of student performance, and decisions about intermediate and final results, are the responsibility of the relevant professor.

2.1.4 The results awarded to students for each individual assessment will be determined in accordance with the Academy and subject regulations.

- 2.1.5 As soon as possible after examination process, candidates will be informed of the final results which they have achieved in individual assessments.
- 2.1.6 Student will have the result of their examinations, awards communicated individually through their own profile in the student electronic management system (SEMS).
- 2.1.7 The notification of examination results to students does not imply any element of negotiability regarding those results

3 Disclosure of information about students

- 3.1 The disclosure of any personal information about students is subject to the requirements of current Data Protection legislation where applicable.
- 3.2 All requests from outside the Academy for disclosure of information about current or former students should be considered in the light of the following guidance. In considering such requests, members of the Academy should observe the general principle that information relating to an identifiable individual must not be disclosed without the consent of the individual concerned.
- 3.3 Requests for information about individuals must be made in accordance with current Data Protection legislation and addressed to the Academy student support office.
- 3.4 Requests for information made in accordance with the the concept freedom of Information Act must be addressed to the Academy's student support office.
- 3.5 The Academy will disclose certain information, including details of attendance and academic progress, to the sponsor(s) of a student where such disclosure is a specific condition of the sponsorship. The Academy will disclose information of a specified kind, upon verification of identity, to a representative who has been named by a student to act on their behalf.

- 3.6 The Academy may undertake to make reasonable attempts to pass on information from a third party to a student.
- 3.7 The Academy will not accede to requests for personal data about groups or categories of students where individual students might be identified unless it is able to secure the consent of each individual student concerned.
- 3.8 Students who have successfully completed their programmes of study are usually eligible to attend graduation ceremonies or similar public events. Graduation brochures, and other material associated with such events, may contain lists of students who have achieved degrees and other academic awards.
- 3.9 In cases of any doubt, advice should be obtained from the Academy's student support office.

4 Policy on image capture

- 4.1 The General Data Protection Regulation and the Data Protection Act regulate the use of all personal information, including physical, physiological or genetic characteristics. This means that photographs of individuals where the individual can be identified fall within the scope of Data Protection legislation and are therefore subject to data protection principles.
- 4.2 Academy may arrange for photographs (including video photography) to be taken which may include individual subjects or groups of individuals depending on the particular circumstances.
- 4.3 The photographs taken by the Academy may be used for promotional, marketing, training, teaching or assessment purposes. These may include (but are not limited to) the production of printed materials such as the Academy prospectus, brochures, the posting of photographs on the Academy's website and social media platforms, or the use of video photography in television advertising.
- 4.4 The legal basis for this use is Legitimate Interests. Any student who has objections to their image being captured should inform the Academy student support office.
It should be noted that where a student is present within a picture where they are not the primary subject (for example where they are in an

audience or crowd) then they do not normally have the right of erasure. Where they are clearly the central figure in a photograph they can object to said processing and request erasure.

5 Retention and disposal of student records

- 5.1 All records kept by the Academy are held in accordance with the General Data Protection legislation and Regulation and the Data Protection Act. Most records with regard to students are retained for a minimum of six years after graduation, termination or withdrawal from the Academy. Records may be kept longer than this minimum if there is a legitimate and reasonable business need for the Academy to keep such records.

General Regulations and Procedures Affecting Students 2019/2020