



UNITED ARAB EMIRATES UNIVERSITY

Section: UNI-GEN

Policy Number: 05

Date Approved: 5 September 2004

Effective Date: 5 September 2004

Date Last Revised: 5 September 2004

Responsible Office: Provost

Chancellor Decree Number: 128/2004

Release of Personal Information on Faculty, Staff and Students

I. Policy

The United Arab Emirates University is committed to safeguarding the privacy of faculty, staff and students.

To that end, the University will not publicly release personal information on faculty, staff or students. The Human Resources Department will verify faculty and staff employment and the Admission and Registration Department will verify student enrollment.

No other information will be made available without written authorization from a faculty or staff member or from a student's parent or guardian.

No photographic representation of a student, whether print, web, video or film, will enter the public domain without prior written authorization from the student and his/her parent or guardian.

II. Application

This policy shall apply to all personal information on faculty, staff and students and to photographs of students.

III. Related Policies

ACA-ADM-05	Academic Records
HR-ALL-09	Personnel Records
ADM-PUB-04	Providing Information to the Media

IV. Revision History

Date	Revision