Disclosing student information

Audience
This guidance is intended for any member of University staff who receives an enquiry for information about a student.

Purpose
The purpose of this guidance is to ensure that information about students is handled correctly, and information disclosures are carried out in a uniform manner across the University, in accordance with the principles of the Data Protection Act 1998.

- What is data protection?

Scope
This guidance applies to all information about students, irrespective of how that information is held or stored.

Examples of student information include:

- attendance record
- degree programme and exam marks
- funding information
- personal contact details

General principle
Information about students is confidential to the University and to the individual student. Any member of staff except for good, duly considered reason, should not disclose information to a third party.

Responsibilities
Decisions about the release of information should be authorised by the head of the department responsible for the information concerned. For example:

- IT information - such as records of a student's login and use of University computing equipment - should be authorised by the Director of IT Infrastructure.
- Information about library use - such as records of a student's borrowing history or library fines - should be authorised by the Director of Library User Services.
- Datasets about groups of students held on EUCLID – should be authorised by the Director of Student Systems
- Requests for information about individual students held on EUCLID or other Registry systems should be authorised by the Director of Student Administration
- Information from a school should be authorised by the head of that school.
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Guidance on handling an enquiry for information about students

Step 1: Enquiry is received

Do not confirm or deny that a student is attending or has attended the University of Edinburgh.

Take down full details of the enquiry:

- Name and contact details of the enquirer
- Nature of the enquiry
- Student details

Forward any requests from the press to the Press and Public Relations office in Communications and Marketing.

Confirm the identity of the enquirer.

If it is an official request received by telephone it is good practice to offer to phone back the organisation with the information. This means the identity of the enquirer can be verified to some extent.

If it is a written request, check whether it has been written on official stationery. If in doubt, ask for a written request on headed paper.

Check that you are the responsible person: does the enquiry concern information held in your section and are you the head of that section?

If you are not the responsible person, forward the enquiry to the correct person.

Step 2: Establish whether the information can be disclosed

Check if it falls under one of the circumstances when information can be disclosed.

See the section of this document
When can information be disclosed?

Is the enquiry from an individual or organisation that information can be disclosed to?

See the section of this document

Types of enquirer

Does the enquiry concern information that can be disclosed?

See the section of this document

Types of information

Unless the circumstance falls into one of the categories where the student should not be informed (see step 3 below), contact the student concerned to seek their views on the disclosure of the requested information.

Contact the student

If you believe that the student would not expect the University to routinely disclose the information, for example it is not information covered by the student data statement on the registration form, contact the student concerned to inform them of the enquiry and seek their views on the disclosure of the requested information.

Seek student's views (Model letter F)

If in doubt, do not disclose the information and ask the Records Management Section for advice if necessary.

Step 3: Establish whether the student should be informed

In most circumstances students should be informed when information concerning them has been or is to be disclosed. The student concerned should be informed of exactly what information has been released to whom.

Informing the student of a release of information (Model letter B)

Exceptions from the requirement to inform students include:

The information is in the public domain, such as degree results that have been published in The Scotsman.

Telling the student would prejudice the prevention or detection of crime, for example telling a student that the police are investigating them in relation to suspected terrorist activity would be likely to inhibit the investigation.

Telling the student would prejudice the assessment or collection of tax or duty.
Step 4: Answer the enquirer

If the information should not be disclosed:

Explain that the information cannot be released, using model letter C.

- **Information cannot be released (Model letter C)**

If appropriate, offer to pass on the enquirer's contact details, a sealed envelope or email to the student if the addressee can be identified as a student. Do not confirm or deny their presence at the University. You can use model letter D to do this.

- **Offer to pass on the enquirer's details (Model letter D)**

If a request is refused, but the subject matter of the enquiry is evidently of importance to the student, use model letter E to inform the student. This allows them to contact the enquirer themselves.

For example, a request by a Sheriff Officer or debt collection agency for the release of a student's address would be refused, but the student should be informed of the enquiry in case a judgement for debt is made against them without their knowledge.

- **Disclosure refused (Model letter E)**

If the information can be disclosed:

Release the information, using model letter A, if you are the responsible person and are confident that it should be released.

- **Releasing information (Model letter A)**

If appropriate, contact the student concerned to inform them of exactly what information has been released and to whom.

- **Informing the student of a release of information (Model letter B)**

Make a record of what has been disclosed and to whom. Keep this record for one year.
When can information be disclosed?

Disclosure is made to the student or to their nominated representative

Students may ask another individual to act on their behalf to access information. For example, if a student is spending the holidays travelling they may nominate their parent or guardian to handle their affairs whilst they are away. Such a person may require information about accommodation or funding arrangements.

Make reasonable efforts to establish that an enquirer is, in fact, acting on the student's behalf. Preferably, the student should have provided written authority for a person to act on his or her behalf.

In the absence of such authority, the level of checking necessary varies according to the sensitivity of the information being sought. For example, information about accommodation costs could be provided, but the exam results of a student cannot be released without consent. It may be necessary to insist upon written authority or to contact the student and seek confirmation.

Disclosure is required by law

If the disclosure is required by law, we must disclose the information.

Occasions when disclosure is required by law are rare, but include the following:

- Road Traffic Act 1972, Section 168 (duty to give information which may lead to the identification of the driver at the time an offence was committed)
- Anti-Terrorism, Crime and Security Act 2001, Chapter 24, Part 3 (duty to disclose information for the purpose of any criminal investigation)
- Terrorism Act 2006, Chapter 11, Section 33 (duty to disclose information in connection with a terrorist investigation, on receipt of a disclosure notice).
- Medical Act 1983 (duty to provide proof of qualifications of medical graduates to the General Medical Council)
- The Teaching Council (Scotland) Act 1965, section 6(2) and the Teachers (Education, Training and Recommendation for Registration) (Scotland) Regulations 1993, paragraph 6 (duty to recommend for registration to the General Teaching Council Scotland any students who have successfully completed a teaching qualification)
- On the lawful order of a competent court.

Where a request is made on the grounds that disclosure is required by law, for example by an immigration or Customs and Excise officer, the person making the request should be asked to specify - in writing - the precise provisions under which the request is made, or produce the court order.

Check the provisions cited by the enquirer using the Westlaw database.

- Westlaw database
If disclosure is to be made, it must include only such information as is legally required; it should not include, for example, information about a third party (e.g. another student) who is not the subject of the legal requirement.

**Disclosure is for the prevention and detection of crime**

The Data Protection Act explicitly permits (but does not require) the disclosure of information if made for the following purposes:

- the prevention or detection of crime
- the apprehension or prosecution of offenders

The person disclosing the information must have reasonable grounds for believing that a failure to disclose would be likely to prejudice one of these purposes.

It is important to realise that there is no general legal requirement to disclose information to the police. Caution should therefore be exercised in assessing whether a particular enquiry by the police or other such agency falls within the above terms, and, if not, whether information should be disclosed in any case.

**Criteria**

Use the following criteria to make your decision.

**Is the enquiry about a non-urgent matter, such as the return of lost property or parking fines?**

This is a matter for the student to deal with; contact them and pass on the details of the enquiry.

**Is the enquiry is about an urgent matter, such as a criminal investigation where the police have reason to believe the named student is involved?**

In cases like this student information will be released once the following appropriate checks have been carried out:

**Has the enquirer provided a completed form under Section 29 (3) of the Data Protection Act signed by a senior officer (inspector level or above) such as that produced by the Association of Chief Police Officers?**

This form should include:

- a statement confirming that the information requested is required for the purposes covered in Section 29
- a brief outline of the nature of the investigation and the subject’s role in that investigation
- the signature of the investigating officer.

An example of the form can be seen on the Internet Crime Forum.
**Example form**

*Are you satisfied that the information is about a named individual required for a specific purpose?*

Do not release information about students if you have reason to believe that it is part of a speculative investigation. For example, do not answer a general enquiry for information about students belonging to a particular ethnic group.

**What to do**

The position of the University in these matters is one of neutrality, not of obstruction. Examples of practice are to disclose a student's address to the police where it is required to serve a witness citation (on grounds of public policy) or in the investigation of serious crimes or offences, but to not for the purpose of serving a copy complaint (summons) for a parking offence or other such minor infringement.

**Disclosure is for the collection or assessment of tax or duty**

Disclosures for the collection or assessment of tax or duty are permitted (but not required) by the Data Protection Act.

Student Administration routinely provides the City of Edinburgh Council with a list of undergraduate and postgraduate students resident within the City of Edinburgh each year. Students are informed of this and given the opportunity to opt out of the listing during the matriculation process.

**What to do**

If you are contacted by an individual in relation to a tax collection enquiry, for example an officer from the Inland Revenue or a local council, the enquiry should be treated in a similar way to an enquiry from the police. Release information only after the criteria outlined below has been met.

*Is the enquiry for the collection or assessment of tax or duty?*

This is a matter for the University to provide information on if the enquiry meets the following criteria:

- The enquiry from a bona fide employee of a tax collecting organisation. Check, for example, whether the enquiry is on headed paper.
- The information is about a named individual required for a specific purpose. Do not release information about students if you have reason to believe that it is part of a speculative investigation.

Release the information once you have received the appropriate paperwork, are satisfied that it is required for a specific and valid purpose and have the authorisation of the head of the appropriate department.
Is the enquiry for any other purpose?

This is a matter for the student to deal with; use the following sample letter to contact them and pass on the details of the enquiry.

- Disclosure refused (Model letter E)

Failure to disclose would seriously prejudice the student's or another party's interests

These types of disclosure cover requests of a compassionate nature (such as attempts to ascertain a student's whereabouts in the event of a family bereavement) or where disclosure is urgently required in order to prevent injury or damage to the health of any person.

What to do

Wherever possible, you should obtain the student's permission before releasing information to a third party in these circumstances. You can use the following as the starting point for a letter to the student about this.

- Seek student's views (Model letter F)

Otherwise, release the information only in cases of urgency. Deal with less urgent requests as you would for any request for student contact details.

Disclosure is necessary to protect the University from fraud or misrepresentation of any kind and in particular to protect its reputation and the integrity of its academic awards

Information can be disclosed in the interest of protecting individuals, employers, and the University from fraud and/or potential fraud. This includes:

- When anyone is deemed to have, or to have the potential to bring the University into disrepute by claiming, through the use of any media, to have been awarded academic qualifications and by doing so have inferred an academic relationship with the University that we cannot validate.
- When anyone claims to have an academic award at a higher level or classification or a different qualification to that which has been bestowed upon them by the Senatus Academicus.

What to do

Forward the case to the Director of Student Administration, who will take the following actions on behalf of the University:

- Confirm in writing to any bona fide enquirer the following:
  - Whether or not the person has been a matriculated student of the University.
  - If so, whether they achieved the award or qualification under enquiry. The University will not disclose what award was achieved but will merely confirm if the award being questioned was achieved.
Write to the individual concerned telling them what information has been supplied to the enquirer, highlighting any discrepancies and requesting that they cease making false claims.

Where the University cannot trace any record of the person being or having been a student, we will confirm this to the enquirer and at the same time, where address details are available, write to the person in question asking them to desist from making false claims.

**Legal action**

In the event of the University deeming itself to be either in danger of being brought into disrepute or if it has been brought into disrepute by an inferred academic relationship, the University reserves the right to defend itself robustly by taking legal action in the event of the person failing to cease and desist having been requested in writing, or otherwise, to do so.

In the case of legal action being taken by a third party, the University will reserve the right to protect its reputation and the integrity of its academic qualifications by providing evidence and confirming to any Court the true facts.

**Informing a third party**

Finally, where the University learns of fraudulent claims against a third party, it will also take action to inform the third party of these claims and to notify the individual making the claim of this action.

For example, if a potential student had used fraudulent qualifications from another institution to apply for a degree programme at the University of Edinburgh, the institution would be informed of the fraudulent claims and the student notified of the action that the University has taken.

**Disclosure is necessary to fulfil a student's contract**

It is appropriate for the University to disclose information to allow a contract that a student has entered into to be fulfilled.

For example, if a student has received funding from a particular funding body, the terms of the funding may be that the body is notified of the student's exam results.

**What to do**

Disclose this information only once:

- the identity of the individual has been confirmed
- you have seen a copy of the contract
- you are satisfied that the disclosure is necessary to meet the obligations of the contract

In cases of this kind it would be appropriate to notify the student that the information has been disclosed to the organisation concerned.

- **Informing the student about disclosure (Model letter B)**
Types of enquirer

Parents

Parents and relatives of a student have no general legal right to be given information about that student.

Do not disclose or discuss any student issues with parents unless it is clear that student consent has been given.

University staff

University staff can disclose information about a student to enable another member of staff to do their job, provided this is done so in a fair and lawful manner, by telling the student:

- what you will do with the information
- who will have access to or receive copies of the information

Registration

Check before contacting the student to see if this has already been done at registration, when students are informed of the purposes for which their information is collected. In this case it is not necessary to inform the student if they would expect their information to be used for one of these purposes. These purposes include:

- Administering studies
- Maintaining the IT systems
- Monitoring student performance and attendance
- Providing students with support
- Monitoring equal opportunities
- Making funding arrangements
- Strategic planning

If the information is going to be used for a different purpose then the student must be told. Information must not be used by University staff for purposes other than those specified without informing the student(s) involved.

For example, the University collects information about students when they register. This is used to allow them to pay tuition fees, and register for courses, among other uses. If Development and Alumni wanted to add information about students to their alumni database they would have to inform those students first, as they would be using it for a new purpose.

Student representatives

Class, programme or similar student representatives should receive the University email addresses only of the cohort they represent. They may use this only in their role as a student representative, and must delete promptly the details of any student who asks them to do so.
University solicitors

Disclosures to the University's solicitors in the event of instigating any legal action comes under this type of disclosure as they are acting on behalf of the University. For example information may be provided to the University's solicitors if legal action is required in pursuance of a course of debt recovery.

Media enquiries

Refer media enquiries relating to students, without comment, to Communications and Marketing.

Communications and Marketing's policy is, on the one hand, to co-operate where possible with the media in relation to bona fide enquiries about people in the news but, on the other hand, to protect the privacy of individuals from unwarranted curiosity or pressure.

In no case is an address, telephone number or School divulged.

- Communications and Marketing
- Email: press.office@ed.ac.uk

External bodies

Disclosures may be made in the appropriate circumstances once you are confident that:

- the individual is a bona fide employee of the institution
- the information is about a named individual required for a specific purpose
- you have the appropriate authorisation to disclose

Disclosures may be made on this basis to any of the types of organisations or bodies listed below.

Other Universities

Students often study at other universities and it is necessary to share information with these institutions to allow the academic achievements of students to be validated.

You can disclose information to an institution if they can confirm the student's details and it meets one of purposes given in the student data statement on the matriculation form, for example, to allow for the administration of a student's studies or to monitor their performance and attendance.

NHS

In certain circumstances, information about students may be shared with the NHS and NHS staff working in a teaching capacity for the University.

For example, students being taught by NHS clinical teachers will expect information to be disclosed to the appropriate person to allow for the administration of their studies and to monitor their performance and attendance.
**Edinburgh University Students’ Association**

The Edinburgh University Students' Association is an independent body with strong associations with the University.

It will sometimes be necessary for the University to disclose information to EUSA in order to provide students with support, for example through the Advice Place, or to resolve queries or complaints.

However, this means that disclosing information to employees of EUSA must follow the same guidelines as disclosures to other external bodies.

EUSA has its own policy which outlines how it handles the data it collects from students.

**Student Awards Agency for Scotland and Local Education Authorities**

You should pass these types of enquiries to Student Administration.

The University regularly receives enquiries from the Student Awards Agency for Scotland and Local Education Authorities. These enquiries relate to issues that affect fee payment and they are likely to request the following types of information:

- a student’s status (part-time, full-time)
- whether a student has extended their period of study
- placements/study abroad details (commonly confirming where a student will be studying)
- when a student restarted study following and authorised interruption of studies
- the name of the student's degree programme (when they have transferred)

Pass these types of enquiries to Student Administration.

Once the identity of the enquirer has been confirmed, Student Administration will release the information, as students are informed at the beginning of their studies that the University will share this type of information with such enquirers.

**Universities and Colleges Admissions Service, Scottish Funding Council, Higher Education Statistics Agency**

Disclosing information to the Universities and Colleges Admissions Service (UCAS), Scottish Funding Council (SFC), Higher Education Statistics Agency (HESA).

Students are informed at matriculation that the University will disclose information about them to:

- the Universities and Colleges Admissions Service (UCAS)
- the Scottish Funding Council (SFC)
- the Higher Education Statistics Agency (HESA)

The information provided is primarily used for statistical analysis by these bodies. Further information on the ways in which HESA uses this is available on its website:
Higher Education Statistics Agency collection notices

Disclosure of this information is permitted as long as it follows the same guidelines as disclosures to other external bodies.

Regulatory bodies

Regulatory bodies such as the General Teaching Council for Scotland or the Nursing and Midwifery Council require information about relevant students about to graduate or who have graduated, in order to enable them to be registered to practice.

The Child Support Agency (CSA)

The CSA does not have a legal right to request information from the University. However, it does have statutory powers, under the Child Support (Information, Evidence and Disclosure) Regulations 1992, to require information from the individuals themselves.

The University may be approached by the Child Support Agency for information about the status of a student. For example, if a student has been identified as a non-resident parent the CSA requires evidence of their student status to calculate the maintenance payments that the student should make.

In this instance it is the responsibility of the student to provide the CSA with this information. Do not disclose information to the CSA without the consent of the student, instead offer to pass on the enquirer’s contact details to the student (neither confirming nor denying that the student attends the University of Edinburgh) in order that the student can contact the enquirer if they wish to.

- Offer to pass on the enquirer's details (Model letter D)

UK Visas & Immigration (UKV&I)

UK Visas & Immigration does not have a legal right to make blanket requests for information about students, but can ask for information about specific students.

For example, an immigration official may want to confirm the dates a student is studying at the University if they have entered the UK on a short-term visa.

Student Administration will disclose information only after the following criteria have been met:

- The enquiry is from a bona fide immigration official
- It is a genuine enquiry about a specific, named student

Embassies and High Commissions

Treat enquiries from Embassies and High Commissions with extreme caution. Some students choose to have little or no contact with their Embassies, despite the fact that it could disadvantage them in matters such as transferring funds from their home countries.
However, the extent of the relationship is a matter for the student, not the University, to determine.

Forward requests from Embassies and High Commissions to the International Office for attention or advice. Normally, you will be asked to seek the express consent of the student concerned before releasing information.

Electoral Registration Office

The University is required by law to disclose the contact details of students who may be eligible to vote. This disclosure is carried out by Student Systems on an annual basis.

Large scale disclosures

Large scale disclosures of information should be considered as transfers of personal information. For example, each year the University passes information about the destinations of leavers to the Higher Education Statistics Agency (HESA) for analysis.

In many cases it is a legal requirement that we put an agreement in place before transferring information. Further information about transferring information to other organisations and the data protection implications is available below.

- Transferring information to other organisations

Overseas enquirers

Take extra care when disclosing personal information to an enquirer based outside the European Economic Area.

The disclosure of information may qualify as a transfer of personal information outside of the EEA and unless certain circumstances apply, you will need the student's consent.

Further information about transferring information overseas and the circumstances in which additional measures are required is available.

- Transferring information to other organisations
Types of information

Is someone a student?

You may receive an enquiry as to whether a named person is a student of the University.

Ask the enquirer why the information is required.

If the reason is not one that would justify disclosure under the guidelines outlined in the section 'When can information be disclosed', the member of staff should decline to comment one way or the other.

See the section of this document

- When can information be disclosed?

Student contact details for individual students

If you receive a request for contact details follow these instructions:

- Regard student contact details as restricted information; do not release them.
- Do not confirm or deny that a student is attending or has attended the University of Edinburgh.

If the enquirer is legitimately trying to contact a student, offer to forward a message, only if that student can be identified as attending the University.

Use model letter D to offer to accept a sealed envelope and attempt to forward it to the student's last-recorded address, or to forward an incoming email message to a student.

- Model letter D – offer to pass on the enquirer's details

Urgent enquiries

If the enquiry is urgent, forward the matter to Student Administration, who will attempt to contact the student by telephone or other means in order to put him or her in touch with the enquirer.

- Student Administration
- Email: infopoint@ed.ac.uk

Degree results

Students may request transcripts detailing their degree results and examinations passed.

Requests from recent graduates will be handled by Student Administration. However in some cases, particularly for graduates from prior to 2005/06 information requests will be handled by the relevant College or School. Details are available from the Student Administration website.

- Transcripts or academic statements
Disclosing to third parties

The disclosure of degree results to third parties is the responsibility of Student Administration, except for press enquiries which should be sent to the Press Office. They will release the information if the degree results were published at the time of graduation and are therefore in the public domain.

Do not assume that all degree results were published; see the guidance on the published status of degree results

- [Published status of degree results](#)

If the degree results were not published, only release the information on receipt of a written request (on headed paper and signed), accompanied by a written and signed consent from the student concerned. You can use model letter G to explain to the applicant that you cannot provide the information without this.

- [Model letter G - inform enquirer that student consent is needed](#)

If fraud is suspected, please contact the Director of Student Administration who will see the section on fraud and misrepresentation.

Student references

Members of staff may provide references for a student to potential employers or other academic institutions.

Only provide references in response to bona fide requests, for example requests on headed paper or from a business email address, or when your knowledge of the student’s circumstances confirms this is a legitimate request.

Surveys

A third party may request permission to carry out a survey at the University

**Enquirer wishes to carry out a survey at the University**

If an enquirer wishes to carry out a survey or questionnaire at the University, forward the enquiry to the Student Survey Ethics Committee. This committee assesses requests for access to the University’s student body from external organisations, individuals and internal members of the University.

- [Student Survey Ethics Committee](#)

**Enquirer wishes to obtain contact details for a group of students**

Forward requests for student contact details to Student Administration, who will decide how to respond. In taking a decision, Student Administration should consider the following questions:

- What is the purpose of the contact details?
- What will the information provided be used for?
- Who will use the information?
- What will happen to the information after they have been used for the relevant purpose?

The University will only consider providing information where the explanations given are reasonable and if they fulfil a genuine need.

For example, we provide contact details for final year students to the National Student Survey, because the survey is an important national initiative run by the Higher Education Funding Council for England, supported by the National Union of Students, and is in the interests of both students and institutions. The information provided is only used for the purposes of the National Student Survey and contact details are destroyed at the end of the survey.

**Purpose**

Consider the purpose of the contact details carefully:

- Is the purpose of the survey the same as the original reason the University collected the information?
- Would students reasonably expect their information to be passed on to the third party in question for this purpose?

If the answer to these two questions is 'no', then there are three options set out below, depending on resource implications and the importance of the survey.

**Option 1 - the University contacts the students**

Send the survey to all affected students, making it absolutely clear that this is not an official University survey. Ensure students understand that completing the survey will mean that they are providing personal data to a third party - that is, the external organisation carrying out the survey.

**Option 2 - contact students before passing on details**

Contact all affected students to inform them of the contact so that they can object to their inclusion in it. Allow them a minimum of three weeks to do so, and extend this time over holiday periods. Once the deadline has passed, the details of those students who did not object may be released.

Use model letter H when contacting the students by letter, as it includes a response slip that students can fill out to record their objection. If you are contacting students by email, use the main text of the letter as the basis for this.

**Option 3 - refuse to provide details**

Refuse to provide the contact details.
If you have any doubts about releasing information seek further advice from the Records Management Section.

**Statistical information**

In producing statistical information, all reasonable care must be taken that information about identifiable students, or tables or other analyses from which such information can be deduced, is not published or made generally available unless the student concerned has assented.

For example, information about the source of funding of a group of students from a particular country might not be released if there were fewer than (say) five students in that group and an individual's source of funding could be deduced.

**Anonymising data**

Statistical information can be disclosed if it has been fully anonymised, although this is difficult to achieve.

Anonymisation is the removal of information that could lead to an individual being identified, either on the basis of the removed information or this combined with other information held by the University.

- [Anonymisation of personal data](#)

**IT use**

Handle requests for information about students and their IT use in the same manner as other types of information about students.

Information should only be disclosed if it meets one of the circumstances necessary for disclosure, is from a valid enquirer or consent has been provided by the student.

See the section of this document

- [When can information be disclosed?](#)

IT infrastructure, within the Information Services Group, holds information about user registration and the use of the University's computer systems and network, such as log-in and log-out times, printing logs, and internet cache logs, to help resolve operation problems. If an enquirer requests this type of information any disclosures must be approved by the Director of IT infrastructure.

**Information Services statutory notice**

Situations when information held by IT infrastructure would be used for a purpose other than resolving operational problems are outlined in the data protection section of the information services statutory notice. For example, information may be used when the computing regulations have been breached and investigation by IT infrastructure is necessary.

- [Information Services Group statutory notice](#)
Police enquiries

Treat any request from the police for IT information in the same way as other police requests. Release information only after the criteria outlined above for handling requests from the police have been met.

- See the section of this document Disclosure is for the prevention and detection of crime

Ethnicity, sexual orientation, religion and disability

As a general rule we should not provide information about students' ethnicity, sexual orientation, religion or disability to any external enquirer unless we are required to do so by law or we have the explicit consent of the individual concerned.

If you receive an enquiry for this sort of information please contact the Records Management Section for advice.

- Records Management Section
- E-mail: recordsmanagement@ed.ac.uk

About this guidance

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