



**QUALITY PROCEDURE- PROFESSIONAL SKILLS &
EMPLOYMENT BOARD**

PROCEUDRE FOR CONFIDENTIALITY

DOC : SOP-PSEB-04

Issue NO-01

DATE :01/05/2017

1. PURPOSE

The purpose of this is to maintain and release information

2. SCOPE

This procedure covers all maintenance and Release of information in corrective Manner

3. RESPONSIBILITY

This procedure applies to all students enrolled in, and all staff involved in the releasing of information.

Other responsibilities are as described against each activity.

1.0 Procedure for Confidentiality:

S.No.	Activity	Responsibility	Ref. Doc
5.1	Information may be released, with the permission of higher authority, to external bodies to the extent required by requests made under proper legal authority	President	
5.2	Relevant student information may be released from higher authority to bodies external to relevant authority who have been authorized to act understanding that all such student information will be destroyed by the authorized external body upon completion of their specified time period	Operations team	
5.3	In the event of an accident or emergency, or a student becoming incompetent to manage their affairs, personal details may be released to the Police, hospital, civil emergency services, or the student's legal personal representative.	Operations team	
5.4	Information relevant to the conduct and administration of Society functions eg. Examination services, fee collection and student certification and communicated to staff responsible for the conduct of such matters. Such information	Operations team	

PREPARED BY

APPROVED BY



**QUALITY PROCEDURE- PROFESSIONAL SKILLS &
EMPLOYMENT BOARD**
PROCEUDRE FOR CONFIDENTIALITY

DOC : SOP-PSEB-04
Issue NO-01
DATE :01/05/2017

	should be restricted to required and relevant information only		
5.5	Student contact addresses, telephone numbers and other information collected	Operation team	
	Students are entitled to access any information on their own personal enrolment and Certification records. Applications should be made in writing, including sufficient documentation to enable identification to the student at Administration Office.	Operation team	
5.6	If there is any rescheduling in the Examination process, we will release the information before one week of the examination.	Operation team	
5.7	Will share information about a particular client or individual and it will not be disclosed to a third party without the written consent of the client or individual concerned	Operation team	
5.8	Will inform in advance the information it intends to place in the public domain. All other information, except for information that is made publicly accessible by the person, and will be considered confidentially.	Operation team	
5.9	The relevant authority can use the available equipment and facilities that ensure the secure handling of confidential information (e.g documents , records).	Operation team	

PREPARED BY

APPROVED BY