

6.g. Information Release

Subject	Students	Effective From	Sep - 2011
Policy #	6.g.	Latest Revision	Feb - 2025
Title of The Policy	Information Release	Next Review	Dec - 2025
Responsible Entity	Colleges Councils, Admission and Registration Unit	Policy Pages	1
Definitions	AAU: Al Ain University		
Purpose	Maintaining the privacy and confidentiality of data and records of AAU students enclosed.		
Scope	All AAU students		
Statement	This policy defines the rights of individual privacy, the confidentiality of records, and the best interests of the student and institution.		
Procedures	• Student's records are the source where student's personal information can be obtained, it includes but not limited to: a copy of high school certificate, transcripts, English Language Proficiency certificate (EmSAT), A copy of a valid Passport, valid Emirates ID, Family Book (UAE citizens), A Health Certificate, Certificate of no objection to study by the National Service and Reserve Authority (UAE citizens). • A student's file is considered a confidential document. Nobody is allowed to access the file except for the student, the student's parents, his/her sponsor, the AAU President, the Vice President, the Dean, the Deputy Dean, the Head of the department, and/or the Registrar General. • The University may disclose routine information without prior notice or written consent from the student. Such information is limited only to the following; the student's name, degree received, major of study, and any awards that the student may have received while at the University. • A student has the right to inspect, and review all documents that are kept in his/her record, and request to change or update his/her personal data. The University may release information other than routine information upon written consent from the student. • This consent must specify the information that is to be disclosed by the University, and provide the names and addresses of the individuals or institutions, to which the disclosure is to be made. • The University reserves the right to disclose the student's academic records to the student's parents, and/or to any private or public authority that might be sponsoring the student. • Student's records (hard copies) are protected in a fireproof safe, softcopies are protected in special hard drive in the Admission and Registration unit.		
Recent Changes	February 2025 This policy was reviewed and updated as per the AAU periodic review.		