

Disclosure of Personal Information Policy

Commencement Date: 01 December 2008

Category : Student Services

1. PURPOSE

This document describes Curtin Singapore’s policy in disclosing a student’s personal particulars or records to a third party, and/or obtain a proxy authorisation for any enquiry or collection on behalf of a student.

2. APPLICATION

Students and staff

3. EXCEPTIONS

NIL

4. POLICY STATEMENT

Curtin Singapore shall adopt the procedures of Curtin University, Curtin College and Navitas English in relation to disclosure of personal information to any third party.

5. OBJECTIVES

To protect the confidentiality of a student’s personal particulars and records.

RESPONSIBILITIES	
Policy Owner	Director of Academic Services
Contact	Student Services Manager
Review Date	08 October 2012

Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	Nil
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of logo and format
Version 2	Approved	08 Oct 10	Executive Committee	Executive Committee Meeting Minutes