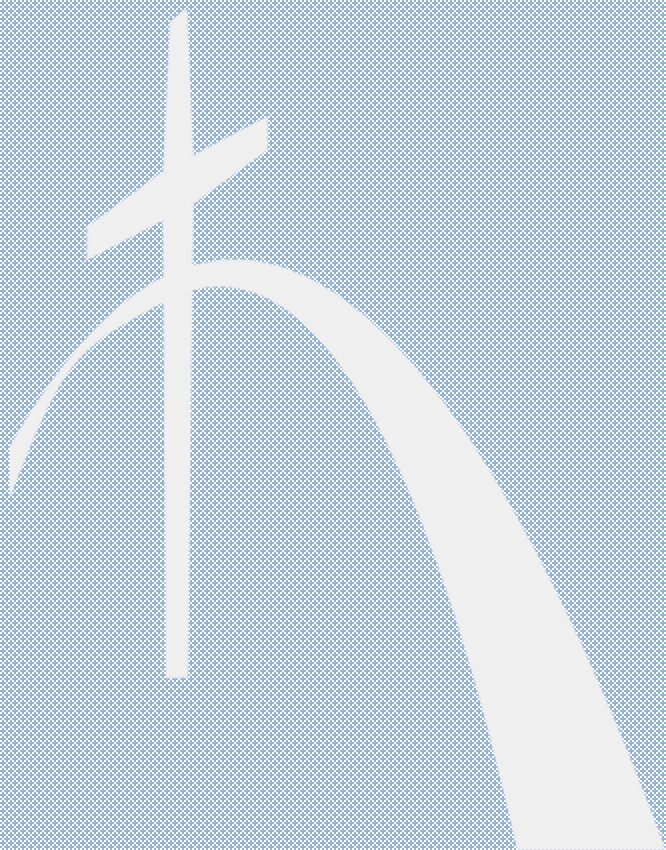


**PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO  
REGISTRAR'S OFFICE**

**ACADEMIC RECORDS SAFEGUARDING POLICY**



## Introduction

Pontifical Catholic University of Puerto Rico recognizes the fundamental importance of protecting the students' personal and academic information. Academic records contain sensitive data that must be handled with the utmost care and responsibility. This academic record safeguarding policy has been developed to establish the necessary measures that will ensure the integrity, privacy, and security of these records.

The implementation of this policy reflects the Institution's commitment to protecting students' confidential information in compliance with applicable laws and regulations. Additionally, we aim to foster a culture of respect and responsibility among all members of the University's educational community.

Through this policy, the procedures and responsibilities related to the handling of academic records are clearly defined, ensuring that only authorized personnel have access to them and that appropriate security measures are implemented. The policy also establishes guidelines for the retention, destruction, updating, and correction of records, thereby ensuring their accuracy and reliability.

The academic records safeguarding policy is a vital tool that protect the rights and privacy of our students, promoting a secure and reliable environment for the handling of their academic information. All employees, contractors, and students who interact with these records are required to follow the guidelines set forth in this policy, thereby contributing to the protection and safeguarding of academic records.

## **Academic Records Safeguarding Policy**

### 1. Purpose

This policy aims to establish the necessary guidelines and procedures to ensure the protection, privacy, and integrity of student academic records at Pontifical Catholic University of Puerto Rico.

## 2. Scope

This policy applies to all employees, contractors, and students who have access to students' academic records, both in physical and electronic formats.

## 3. Definitions

- Academic Record: A collection of documents and records containing a student's personal and academic information.
- Confidential Information: Personal and academic data that requires protection and proper handling to prevent unauthorized access.

## 4. Access and Security

- Only authorized personnel shall have access to academic records.
- Security measures such as passwords, encryption, and authentication systems will be implemented to protect electronically stored information.
- Physical areas where paper records are stored must be secured against unauthorized access using locks and surveillance systems.

## 5. Confidentiality

- The information contained in academic records will be treated with strict confidentiality.
- The Registrar's Office will comply with all applicable laws and regulations regarding data privacy, such as the United State's Family Educational Rights and Privacy Act (FERPA).
- Information from academic records will not be disclosed to third parties without the explicit consent of the student, except as required by law.

## 6. Retention and Destruction

- Academic records will be retained for a period of five [5] years after graduation, in accordance with applicable laws and regulations.
- Student grades and official credit transcripts are permanently maintained in a physical and electronic file.

- Academic records that are no longer needed will be securely destroyed using methods that ensure complete elimination of information, such as shredding paper documents and securely erasing electronic files.

## 7. Updating and Correction

- Students have the right to access their academic records and request corrections if they believe there are errors in the information.
- A clear and transparent process for updating information in academic records will be maintained. Correction requests will be addressed within ten [10] business days.

## 8. Staff Responsibilities

- All personnel handling academic records will receive training on this policy and their associated responsibilities.
- Staff must sign a confidentiality agreement and comply with all guidelines set forth in this policy.

## 9. Monitoring and Auditing

- Periodic audits will be conducted to ensure compliance with this policy.
- Monitoring systems will be implemented to detect and respond to any unauthorized access or security breaches of academic records.

## 10. Data Backup

- Regular backups in AQUARIUS of electronic academic records will be performed to prevent data loss in case of technical failures or disasters. Backups will be stored in secure locations and periodically tested to ensure their integrity and availability.

## 11. Policy Review and Update

- This policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, and best practices.

## 12. Sanctions for Non-Compliance

- Noncompliance with this policy may result in disciplinary actions, which may include termination of employment or expulsion from the Institution, depending on the severity of the violation.

### Effective Date

This policy is effective as of May 15, 2024. All members of the Institution must adhere to the terms and conditions set forth in this policy to ensure the proper protection and safeguarding of academic records.

Approved by the Vice Presidency of Academic Affairs

Pontifical Catholic University of Puerto Rico

May 15, 2024