3 Employing department's responsibility

3.1 It is the responsibility of the employing department to assess the level of risk involved in employing Students in their area. Some data is less sensitive than others. For example, it may be appropriate, under controlled circumstances, for a Student to have access to names, addresses and final results of current or former Students; but it would not be appropriate for Students to have access to the grades of other Students, nor to have rights of amending any data.

3.2 Where Students are employed in areas of the University where there is potentially indirect access to sensitive information the employing department must adopt procedures and measures which minimise risk. For example, adoption of a clear desk policy with confidential information kept locked.

3.3 If a potential employer of Students is in any doubt they should check the matter with the appropriate data owner and with the Executive Director of People Services. These have the right of veto. Data owners are:

- StudentwideStudent data1.5 0ga1.5nance(i)t Pe(w62.16-1 (is 85)t)]TJ 0.0 0.357 Tw 275 1_0

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General Regulations and Procedures Affecting Students 2024/2025