

Police Access to Student Records

Police requests regarding partner FE records held on UHI's SITS system

1. Student FE records access is entirely a matter for the registry function of UHI academic partners. LIS is obligated to provide the relevant AP, not the police, with whatever reasonable request the AP makes.
2. If LIS suspect the request is really from the police they should ask the AP for confirmation.
3. If the request for access to FE records is from the police, LIS should require a written request (e-mail is acceptable) from either the relevant AP or the police force making the request. Upon receipt of the request, LIS should comply with the request.
4. If LIS, or APs, are worried about legal compliance in acceding to the request, they should raise the matter in the first instance with Janet Hackel, as UHI's Head of Student Records Office (SRO).
5. The general principle regarding requests and FE student records is these are a matter for the APs: the FE record is theirs. UHI's LIS is simply APs' humble servants in respect of the FE records.

UHI students (HE records) held on UHI's SITS system

6. If the police request access to HE records, the decision is one for Janet Hackel as Head of SRO. APs are **not** to release any student information to police. If they are asked to do so, they should refer the matter to Janet.
7. UHI also requires a written request (e-mail is acceptable) from either the relevant AP or the police force making the request. Upon receipt of the request, the head of SRO will decide if UHI is to comply with the request. The Police are bound by the same data protection regulations as all of us, unless there is a commission of a crime.
8. If the Head of Student Records is unavailable then the escalation is to:
 - Compliance Officer
 - Academic Registrar
 - UHI Secretary or Depute Secretary
 - UHI PrincipalAll relevant email addresses are listed below.
9. The UHI Compliance Officer, Isla Cruden, is available to offer advice on Data Protection and Freedom of Information (FOI) and if you are in doubt about the bearing of these pieces of legislation on any request of this type then please contact her.

Other requests

10. This is the default position for all external requests. It applies to all students who are HE and on a UHI Record ie undergraduates, postgraduate taught, and postgraduate research students. It also applies to others, for example anxious parents or family members, would-be and former partners etc.

Contact information

1. Head of UHI's Student Records Office janet.hackel@uhi.ac.uk
2. Compliance Officer isla.cruden@uhi.ac.uk
3. Academic Registrar crichton.lang@uhi.ac.uk
4. UHI Secretary james.fraser@uhi.ac.uk
5. Depute Secretary fiona.larg@uhi.ac.uk
6. UHI Principal robert.cormack@uhi.ac.uk

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