

	QUALITY PROCEDURE- PROFESSIONAL EVALUATION & CERTIFICATION BOARD	DOC : SOP-PECB-04 Issue NO-01 DATE :01/05/2017
	PROCEUDRE FOR CONFIDENTIALITY	

1. PURPOSE

The purpose of this is for the maintenance and release of information

2. SCOPE

This procedure covers all maintenance and Release of information in corrective Manner

3. RESPONSIBILITY

This procedure applies to all students enrolled in, and all staff involved in the releasing of information from TECHNO WORLD GROUP.

Other responsibilities are as described against each activity.

1.0 Procedure for Confidentiality:

S.No.	Activity	Responsibility	Ref. Doc
5.1	Information may be released, with the permission of higher authority , to external bodies to the extent required by requests made under proper legal authority	President	
5.2	Relevant student information may be released from higher authority to bodies external to TECHNO WORLD GROUP who have been authorised to act understanding that all such student information will be destroyed by the authorised external body upon completion of their specified	Operation team	
5.3	In the event of an accident or emergency, or a student becoming incompetent to manage their affairs, personal details may be released to the Police, hospital, civil emergency services, or the student's legal personal representative..	Operation team	
5.4	Information relevant to the conduct and administration of Society functions eg. Examination services, fee collection and student certification and communicated to staff responsible for the conduct of such matters. The information	Operation team	

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	should be restricted to information necessary			
5.5	Student contact addresses, telephone numbers and other information collected	Operation team		
	Students are entitled to access any information on their own personal enrolment and Certification records. Applications should be made in writing, including sufficient documentation to enable identification to the student's at Administration Office.	Operation team		
5.6	If there is any rescheduling in the Examination process we will release the information before one week of the examination.	Operation team		
5.7	Will share information about a particular client or individual and it will not be disclosed to a third party without the written consent of the client or individual concerned	Operation team		
5.8	Will inform in advance the information it intends to place in the public domain. All other information, except for information that is made publically accessible by the person, and will be considered confidentially.	Operation team		
5.9	TECHNO WORLD GROUP have available and use equipment and facilities that ensure the secure handling of confidential information (e.g documents , records).	Operation team		

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