

## **Student Records Management Policy at Albaha University**

The students' records at Albaha University (BU) are managed by Banner Student System, which is built on Oracle®, a relational database management system from Oracle Corporation. By combining sophisticated technology with an architecture based on user-defined rules, Banner creates an information environment that can be tailored to meet the user's unique requirements, without extensive technical support. Banner offers a wide-range of functions necessary for student administration, including: creation of catalogs; data collection for scheduling of classes, admissions, assignment of housing, faculty workload analysis, and registration; all accounts receivable; and academic history and degree audit reporting.

The Deanship of Admission and Registration, in cooperation of the Deanship of E-Learning and Information Technology, is responsible for the *accessibility, protection, confidentiality, and preservation* of the students' records.

### **Accessibility**

The Deanship of Admission and Registration is responsible for providing access to students' records for all BU beneficiaries including students, instructors, administrative. Banner Student System provides a flexible platform where each user can be given an access to certain features based on the user's requirements.

### **Protection**

The Deanship of Admission and Registration, in cooperation of the Deanship of E-Learning and Information Technology, follows high security standards to protect the students' records. The records are stored in a database that is hosted on local servers that are managed by the Deanship of E-Learning and Information Technology. The communication via the local network is secured from external/internal intrusion by a firewall.

### **Confidentiality**

BU applies the regulations of the National Center for Documents and Archives for privacy and protection of personal records, which is considered as on the strongest laws in the nation for data protection. The access to such data is restricted to authorized personnel who work in various sectors at BU.

### **Preservation**

Preserving and maintaining the students' records in an essential manner that have a great attention from the Deanship of Admission and Registration, and the Deanship of E-Learning and Information Technology. The records are stored on local servers and backed-up periodically to insure their safety. The history records are also backed-up and are made accessible to certain staff members through the network.