


Category	Public Disclosure	Policy Number	UNI-PUB-402	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	3.1	
Responsible Office	Vice-President	Policy Owner	GCD	
Date Approved	20 February 2024	Effective Date	20 February 2024	
Date Last Reviewed	1 February 2024	Due Date for Next Review	20 February 2027	

POLICY

Release of Personal Information and Student Photographs/Videos

1. Purpose

This policy outlines the guiding principles for the release of Zayed University (“**University**”) students’ and employees’ personal information, and the release of student photographs and videos.

2. Scope of Application

This policy applies to all personal information of the University faculty, staff, and students; and to photographs and videos of students.

3. Policy

3.1 The University is committed to safeguarding the privacy of its faculty, staff, and students.

3.2 To that end, the University will not publicly release personal information on faculty, staff, or students. The Human Resources Department will verify faculty and staff employment, and the Registrar’s Office will verify student enrollment.

3.3 No other information will be made available without the written authorization of the faculty, staff, or student concerned.

3.4 No photographic representation of a student, whether print, web, video, or film, will enter the public domain without the prior written consent of the student concerned.

4. Related Policies

- ACA-REG-201 Undergraduate Student Academic Records
- ACA-GRA-204 Graduate Student Records
- SUP-HR-07 Personnel Records

5. Administration

This policy is administered by the Government Communications Department.

6. Revision History

Date	Revision
20 February 2024	Approved by the Vice-President.
1 February 2024	Non-substantive updates: <ul style="list-style-type: none"> • Added “Videos” to the title. • Added a Purpose section. • Updated the name of the department that verifies student enrollment to Registrar’s Office (3.2). • Clarified right of the student concerned to provide written consent (3.3 & 3.4).
1 March 2023	Administrative changes: <ul style="list-style-type: none"> • Updated the information header and related policy numbers. • Updated the policy number from UNI-GOV-08 to UNI-PUB-402.
22 December 2019	Updated the policy group, policy number, responsible office, related policy numbers, administration, and numbering format.
20 March 2007	Policy approved.
11 May 2005	Reviewed policy approved.
1 October 2000	Policy approved.