



INSTITUTIONAL POSTGRADUATE MEDICAL EDUCATION (PGME) COMMITTEE

Sahiwal Medical College & Allied Institutions Sahiwal

Medical College Road Sahiwal PH: 040-4502470/4502427

Email: slmc_sahiwal@gmail.com Website: www.slmc.edu.pk

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Policy on Confidentiality of Student Academic and Medical Records

1. Title

Policy for Ensuring Confidentiality of Student Academic and Medical Records

2. Purpose

To safeguard the privacy, integrity, and security of student academic and medical records by establishing clear standards for access, handling, storage, and disclosure, in accordance with ethical principles and regulatory expectations.

3. Scope

This policy applies to:

- All undergraduate and postgraduate students/trainees
- Faculty members, supervisors, examiners
- Administrative and IT staff
- Any individual or body handling student records

It covers:

- Academic records (results, assessments, logbooks, portfolios)
 - Medical records (health records maintained by the institution)
 - Digital and paper-based records
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4. Definitions

- **Confidential Information:** Any identifiable academic or medical data related to a student.

Authorized Personnel: Individuals permitted access based on role and responsibility.

- **Data Custodian:** Office/department responsible for maintaining records (e.g., Examination Cell, PGME Office).
- **Disclosure:** Sharing of information with any internal or external entity.

5. Policy Statement

Sahiwal Medical College is committed to maintaining strict confidentiality of all student academic and medical records. Access shall be limited to authorized personnel only, and information shall not be disclosed without proper authorization, except where required by law or regulatory authorities.

6. Principles of Confidentiality

1. **Need-to-Know Basis:** Access only when necessary for academic, administrative, or healthcare purposes.
2. **Minimum Necessary Disclosure:** Only essential information shall be shared.
3. **Data Security:** Records must be protected from unauthorized access, loss, or misuse.
4. **Accountability:** All users are responsible for maintaining confidentiality.

7. Access Control

7.1 Authorized Access

Access may be granted to:

- Faculty and supervisors (for academic evaluation)
- Examination and PGME offices
- Institutional leadership (Principal, Director IPGMEC)
- Healthcare providers (for medical records only)

7.2 Restricted Access

- Students may access their own records upon formal request
- Third-party access requires:
 - Written consent of the student, or
 - Legal/regulatory requirement

8. Handling and Storage of Records

8.1 Physical Records

Any breach must be reported immediately to:

- Director IPGMEC
- Principal

12.2 Action

- Investigation shall be conducted
 - Disciplinary action may include:
 - Warning
 - Suspension
 - Termination
 - Legal action (if applicable)
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13. Training and Awareness

- Regular training sessions shall be conducted for faculty and staff
 - Orientation for students regarding their rights and responsibilities
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14. Monitoring and Compliance

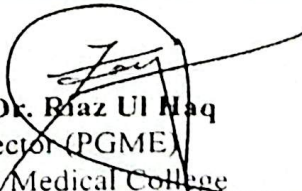
- Periodic audits shall be conducted
 - Compliance shall be mandatory for accreditation and quality assurance
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15. Policy Review

This policy shall be reviewed every 3 years or earlier if required.

16. Implementation Authority

Director, Institutional Postgraduate Medical Education Committee (IPGMEC)


Prof. Dr. Riaz Ul Haq
Director (PGME)
Sahiwal Medical College
Sahiwal