



Student Privacy and Identity Verification Policy

1. Purpose

This policy outlines the school's processes for protecting student privacy and for notifying students of any projected additional charges associated with the verification of student identity at the time of registration or enrollment. The policy is designed to ensure transparency, compliance with applicable laws and regulations, and the safeguarding of student personal information.

2. Scope

This policy applies to all prospective and enrolled students, as well as to all school personnel, contractors, and third-party service providers involved in student registration, enrollment, identity verification, and records management.

3. Protection of Student Privacy

3.1 Collection of Information

The school collects only the minimum personal information necessary to establish and verify student identity, process registration and enrollment, and maintain academic and administrative records.

3.2 Use of Information

Student personal information is used solely for legitimate educational and administrative purposes, including identity verification, compliance with legal requirements, and the delivery of academic services.

3.3 Storage and Security

The school implements administrative, technical, and physical safeguards to protect student information, including secure electronic systems, encryption where applicable, and restricted access.

3.4 Disclosure of Information

Student information is not disclosed to third parties except when required by law, with student consent, or when necessary for approved identity verification services under confidentiality agreements.

3.5 Retention and Disposal

Student records are retained only for the period required by law or institutional policy and are securely destroyed when no longer needed.

4. Identity Verification at Registration or Enrollment

The school verifies student identity through appropriate methods to ensure accuracy of records and academic integrity. All verification activities respect student privacy.

5. Notification of Additional Charges

If identity verification results in additional charges, the school will clearly disclose the nature and amount of such charges prior to or at the time of registration or enrollment.

6. Student Rights

Students have the right to be informed about privacy practices, access their personal information, request corrections, and raise concerns regarding privacy or identity verification.

7. Policy Review and Updates

This policy is reviewed periodically and updated as necessary. Changes will be communicated through official school channels.

8. Contact Information

Questions regarding this policy may be directed to the school's designated privacy or compliance office.