



NEW COLLEGE
OXFORD

POLICY DOCUMENT
Access to Student Files
Policy

Student files for both undergraduates and graduates may be consulted by subject fellows in the Academic Office in office hours, where they are kept in locked cabinets. No permission is needed for any fellow to consult the files of their own students, but if tutors wish to see a file of a student not in their subject, a request should be made to the senior tutor. Any other use of student files must also be authorised by the senior tutor.

Student files should only be consulted in the office itself, and never removed from there. An exception is when fellows are serving on Disciplinary Subcommittees, who will be sent files, and who should take care to dispose or return such documents in a secure method after their period of use. Files can be returned to the Academic Office for secure shredding.

Files of students who have completed their degrees are sent to the college archives six years after the date of completion and should be sought first through the archivist, where appropriate files will be supplied to the Academic Office for consultation there. Files of students who have lapsed or withdrawn but who have the right to recommence their studies are sent from the Academic Office to the archives six years after the date of lapse or withdrawal.

It is recognised that both current and emeritus fellows may require access to files of former students for the purpose of references, or for monitoring their own subject, and these will be made available to them for consultation in the Academic Office, provided they sign a log kept for the purpose, giving a reason for consultation.

Tutors who are not fellows may also require access to files, and such requests may be made either to the subject fellows or to the senior tutor, as appropriate. Again, a signature and reason for consultation will be required in the log.

Before any file is presented for consultation, the Academic Registrar or Senior Tutor will review its contents and temporarily remove any sensitive or confidential information as necessary.

All those consulting files are reminded that information contained in them falls under the usual GDPR regulations.

Senior Tutor
April 2019