University Implements Archives Record Management Sytems to Safeguard Alumni Details

User Rights

The system is designed to provide certain user rights depending on people' academic roles. This guarantees that alumni records are only accessible to authorised persons, such as alumni affairs workers and necessary administrators. The university can retain greater control over the privacy and security of alumni information by matching user permissions with organisational functions.

Access and Security

The institution places a high value on keeping alumni records secret and secure. To avoid unauthorised access or data breaches, the record management system contains strict access controls and security safeguards. These safeguards protect sensitive information like as contact information, academic records, and job history, shielding graduates from potential privacy threats.

External Access Rights:

The institution understands the value of excellent relationships with external stakeholders such as employers, partners, and funding organisations. While allowing external parties limited access to select data, the record management system guarantees stringent control over the information given. This strategy allows the institution to achieve a balance between fostering cooperation and protecting alumni privacy.

Restricted Access to data

Records holding highly sensitive or secret information, such as financial information or medical data, are designated as restricted access. Only personnel with the relevant user classification or security right may access such records, thanks to the record management system. This limitation aids in the prevention of unauthorised disclosure or abuse of sensitive alumni data.

Tracking and Accountability

the technology tracks the flow of records, allowing the institution to identify persons who have or have had custody of certain papers. This tool guarantees openness and accountability in alumni record administration, decreasing the possibility of data abuse or unauthorised use.

Comprehensive Usage Logging

The record management system records all interactions with alumni records, including access, changes, and inquiries. This degree of information offers an audit trail, allowing the institution to monitor and examine record usage, spot abnormalities, and respond to any security problems as soon as possible.

Regular Access Classification Reviews

The university is dedicated to keeping the access categories issued to alumni records relevant and accurate. Periodic evaluations are performed to verify that access permissions are current and in accordance with current rules and laws. This practise reduces the dangers connected with out-of-date access permissions and guarantees that only authorised people have access to alumni information.

ALUMNI REVIVAL

BY: ANJELI ANAK UMBAT