Use of student data on course webpages

It was discovered late last year that a large number of your webpages break data protection law and internal University policy on data protection.

The vast majority of material identified as breaching data protection so far concerns student details: names, matric numbers, email address and on at least one occasion a mobile phone number. According to University Records Management, publishing anything that can identify a student, including just their matric number, on an unrestricted webpage without permission is not permitted.

KM and the Web Strategy Group are working on identifying and removing old material that breaches data protection, but to avoid the issue in future, we would like to propose the following for course webpages where there is a genuine need to provide information in a form that could identify individual students:

1. Consider if a world readable webpage is the best solution. Other options might include:
   - Theon (for class and tutorial lists)
   - Email
   - Password protected pages
   - Learn

2. If an open page is appropriate, get permission. This can be done by giving students the opportunity to opt-out rather than getting explicit consent.

3. Update the webpage to remove identifying information once it is no longer necessary. This might be at the end of session, or after a piece of coursework has been submitted. If there is still a need to keep information after the end of a session, consider if it should be kept elsewhere and removed from the web.

   It is the responsibility of the course lecturer(s) to remove any personal information they publish and to ensure anything added by a TA or a student is also dealt with appropriately.