

Policy on Information

Policy Title – Policy on Information

Policy Number – 11

Functional Area – Administration, Academic, Research

Effective Date –01.03.2024

Approving Authority – The Council, Lincoln Institute of Graduate Studies

Administrative Responsibility – Head of IT and all staff

Rationale –

The Lincoln Institute of Graduate Studies collects, stores and uses a vast amount of information in relation to administration, teaching, learning and research. Certain types of information can be disclosed while certain categories are considered as confidential. With respect to this discretion of information, institute needs to have an Information Policy (IP) to:

1. Use the information stored and collected in the institute system.
2. Employ reasonable and appropriate security and practices to safeguard the information stored in different institute systems.
3. To secure and prevent the release of confidential information to the public or to non-related third parties, unless required by law or other legal proceedings or with permission from the affected party(ies) adhering to the Right to Information Act

Purpose –

The purpose of this policy is to provide guidelines in the use of information for the interested parties for their decision-making purposes in order to maintain the efficiency of the system.

Scope –

All the stakeholders of Lincoln Institute of Graduate Studies and the entire society

Policy Statement –

IP contains practices intended to facilitate the creation and dissemination of information pertaining to the institute/society

Definitions –

Directory Information: Faculty/staff and student (current and former) directory information is made available through information technology systems. Various systems provide the name, address, phone number, and the email address of the Lincoln Institute of Graduate Studies' members.

The utilization of all directory information is restricted to Lincoln Institute of Graduate Studies operations. This information will not be released to non-related third parties. Requests from outside of the Lincoln Institute of Graduate Studies for information about employees must be referred to the Vice Chancellor/ Registrar. Requests from outside of



Lincoln Institute of Graduate Studies for information about students must be referred to the Academic, Student Affairs & Publications division under the Office of the Registrar.

Non-directory Information: Confidential information is defined as non-directory information pertaining to students, alumni, employee records, institute financial records, and trade secrets and any other information maintained in a confidential manner according to the institute policy or practice. Such confidential information may include, for example, academic records, compensation and other financial information.

Institute Information: For the purpose of this policy, institute information includes directory and non-directory information. Non-directory information is stored in the various students, alumni, financial, human resources and ancillary systems operated by the Lincoln Institute of Graduate Studies. This policy is not intended to establish ownership rights for materials or intellectual property produced by students, faculty, staff or other that utilize the institute systems.

Titles of related Policies, Procedures, Forms, Guidelines –
Right to Information Act, Intellectual Property Act

Keywords –
Lincoln Institute of Graduate Studies, Information Policy, Right to Information Act