Instruction about the handling of lists of students

Summary

This instruction sets out to what extent KTH employees may spread lists of students (class lists, groupings, etc.). The principle is that such lists must not be spread to anyone other than KTH employees. But uncoded and coded lists of students may be posted - or circulated - on certain conditions. The personal data representative is entitled to decide on temporary general and individual exemptions from this instruction.

1 General rules about spreading lists of students

Lists of students - uncoded or coded - must not be spread to anyone other than KTH employees, except through posting or circulation as set out below (see points 2-4). But this does not apply when there is a legal obligation or right to spread a list in some other way, e.g. in matters concerning the release of documents under the Freedom of the Press Act (cf. point 5).

2 Posting and circulating lists of students -with students' consent

Uncoded lists of students - and coded lists of students where the student has chosen their code - may be posted if the student has consented to its posting and the forms for it. This also applies to paper lists circulated in teaching premises used by KTH. Posting and circulation under this point are permitted when the lists are only available to the students in the run of the course and are otherwise handled according to point 4.

3 Posting and circulating lists of students -without students' consent

Coded lists of students - where KTH has chosen their codes - may be posted if the codes do not contain any character than can directly or indirectly reveal the identity of individual students. The codes must not have any link - in full or in part - to the identities of students (e.g. personal identity number or username at KTH) or other personal circumstances (e.g. email address or phone number). This also applies to paper lists circulated in teaching premises used by KTH. Posting and circulation under this point are permitted when the lists are only available to the students in the run of the course and are otherwise handled according to point 4.

4 Further rules about the handling of posting and circulation

A list may be posted (i.e. put up) digitally if KTH’s administrative systems support is used to make the post. A digital post has to be taken down no later than two weeks after the run of the course has ended.

A list may be posted as a paper copy if this is done in premises used by KTH. Such a list must be taken down no later two weeks after the date when it was posted. A list may be circulated as a paper copy if this is done in teaching premises used by KTH and the list is withdrawn when the teaching ends.
5 Other rules for handling lists of students

An inquiry to access information about the identity or address of an individual student or similar information about the student's personal circumstances has to be referred to the University Administration/ Division of Academic Registry (Sw. Universitetförvaltningen/Avdelningen för Utbildningsadministration) in the University Administration.

Departures may be made from this instruction if KTH does not provide the system tools required for the necessary handling of a list of students. Such a departure may only be made after consulting with the personal data representative at KTH. The personal data representative is also entitled to decide on general temporary exemptions from this instruction.