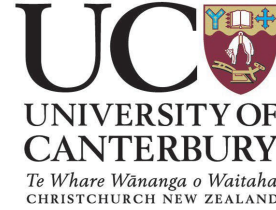


Office of the Registrar  
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21 March 2024

Jane

By email: fyi-request-25863-83ac86f3@requests.fyi.org.nz

Dear Jane

### OFFICIAL INFORMATION ACT REQUEST 24.15

I refer to the Official Information Act (the Act) request dated 24 February 2024 for information relating to staff access to university and school results. You have specifically requested:

- **Which staff member positions have access to students' university results?**

Access to Jade (the University's Student Management System) is not organised by role-based access so it is not possible for us to provide this information. This request is therefore declined under section 18 (e) as it does not exist in this format.

To perform their required roles, many staff across the University have read only access to Jade, such as staff working in the Faculties, the Future Students team, the Enrolments team, and the Admissions team. A smaller proportion have edit access, but as before, this access isn't tied to a staff member's position as such, it's tied to that person's responsibilities, which may vary even within teams.

All staff members are subject to the UC [Staff Code of Conduct](#) (specifically Section 6, around use and security of official information and confidential information) and the various policies and processes around behaviour, use and interaction with confidential information and privacy. They are also subject to the University's [Privacy Policy](#).

- **Are there different levels of access for different people?**

Yes.

- **Which staff member positions, if any, have access to a students' school/NCEA results?**

As above, many staff members will have access to this information in Jade, but it is not based on roles, it's based on individual responsibilities, which often (but not always) map to a wide array of teams working for UC.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Yours sincerely

Eduardo Orlando  
Information Advisor