



SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY

NOMOR: 007/R/SK/RO-mak/II/2022

NUMBER: 007/R/SK/RO-mak/II/2022

TENTANG
CONCERNING

KEBIJAKAN PRIVASI UNIVERSITAS SAMPOERNA
PRIVACY POLICY OF SAMPOERNA UNIVERSITY

REKTOR UNIVERSITAS SAMPOERNA,
THE RECTOR OF SAMPOERNA UNIVERSITY,

Menimbang
Considering

- : a. Bahwa sebagai institusi Pendidikan tinggi, Universitas Sampoerna mendukung dan menjadi bagian dari pengembangan informasi elektronik, dokumen elektronik, dan/atau transaksi elektronik berdasarkan teknologi informasi yang dilakukan secara aman untuk mencegah penyalahgunaannya dengan memperhatikan nilai-nilai agama, sosial, dan budaya serta melindungi data pribadi individu maupun institusi.;

Whereas as a higher education institution, Sampoerna University support and be part of the development of electronic information, electronic documents, and/or electronic transactions based on information technology that are carried out safely to prevent their misuse by taking into account religious, social, and cultural values as well as protecting individual and institutional personal data.;

- b. Bahwa Dewan Universitas Sampoerna telah menyetujui Kebijakan Privasi Universitas Sampoerna pada Rapat Dewan Universitas Sampoerna pada tanggal 11 Februari 2022;

Whereas the University Council of Sampoerna University has approved the Privacy Policy in University Council Meeting on 11 February 2022;

- c. Bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a dan b perlu ditetapkan Surat Keputusan Rektor.

Whereas based on the considerations as referred to in letter a and b must be stipulated in a Rector's Decree.

Mengingat
In view of

- : 1. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);

Law Number 12 of 2012 on Higher Education (Statute Book of 2012 No. 158, Supplement No. 5336);

2. Undang-Undang Nomor 19 Tahun 2016 tentang Informasi dan Transaksi Elektronik;

Law Number 19 of 2016 on Electronic Information and Transactions;

3. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);

Government Regulation Number 4 of 2014 on Organization and Governance of Higher Education (Statute Book of 2014 No. 16, Supplement No. 5500);

4. Peraturan Presiden nomor 8 tahun 2012, tentang Kerangka Kualifikasi Nasional Indonesia (Lembaran Negara Republik Indonesia tahun 2012 Nomor 24).

Presidential Regulation number 8 of 2012, concerning the Indonesian National Qualifications Framework (State Gazette of the Republic of Indonesia of 2012 Number 24)

5. Peraturan Menteri Pendidikan dan Kebudayaan No 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi

Regulation of the Minister of Education and Culture No 3 of 2020 National Standard of Higher Education;

6. Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 66/E/O/2013 tanggal 15 Maret 2013 tentang Izin Pendirian Universitas Siswa Bangsa Internasional *juncto* Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 122/KPT/I/2016 tanggal 10 Maret 2016 tentang Perubahan Nama Universitas Siswa Bangsa Internasional di Kota Jakarta Selatan menjadi Universitas Sampoerna di Kota Jakarta Selatan;

Decision of the Minister of National Education and Culture of the Republic of Indonesia Nomor 66/E/O/2013 dated March 15, 2013 on License for

Establishing Universitas Siswa Bangsa Internasional juncto Decision of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated March 10, 2016 concerning the Change of Name of the International Student Nations University in South Jakarta City to Sampoerna University in South Jakarta City;

7. Surat Keputusan Pengangkatan Rektor Universitas Sampoerna Nomor: 106/PSF-BOARD/11/21 tanggal 1 November 2021;

Decree on the Appointment of the Rector of Sampoerna University Number: 106/PSF-BOARD/11/21 dated November 1, 2021;

**M E M U T U S K A N:
D E C I D E D**

Menetapkan
To enact : SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA TENTANG KEBIJAKAN PRIVASI UNIVERSITAS SAMPOERNA, SEBAGAI BERIKUT:

DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY CONCERNING PRIVACY POLICY OF SAMPOERNA UNIVERSITY, AS FOLLOWS:

Kesatu
Firstly : Menyetujui Kebijakan Privasi Universitas Sampoerna sebagaimana terlampir dalam Lampiran 1 Surat Keputusan ini.

Approved Privacy Policy of Sampoerna University as attached in Attachment 1 of this Decree.

Kedua
Secondly : Surat Keputusan ini berlaku sejak tanggal ditetapkan. Apabila di kemudian hari terdapat perubahan dan/atau hal-hal yang belum diatur, maka akan dilakukan perbaikan sebagaimana mestinya.

This Decree is valid from the stipulation date. If there are matters that are not provided in this Decree, it shall be added, amended, and stipulated accordingly.



**SAMPOERNA
UNIVERSITY**

Ditetapkan di Jakarta / *Stipulated in Jakarta*
Pada tanggal 15 Februari 2022 / *On 15 February 2022*

Rektor / *Rector*

Drs. Wahdi Salasi April Yudhi, M.Dev.Admin., Ph.D.
NIDK 8813120016



Tembusan:

Copy:

1. Para Wakil Rektor, Universitas Sampoerna;
Vice Rectors, Sampoerna University;
2. Para Dekan, Universitas Sampoerna;
Deans, Sampoerna University;
3. Para Ketua Program Studi, Universitas Sampoerna;
Heads of Study Programs, Sampoerna University;
4. Para Manajer, Universitas Sampoerna.
Managers, Sampoerna University.
5. Para Kepala Unit, Universitas Sampoerna.
Head of Units, Sampoerna University.



Lampiran 1

ATTACHMENT I

**SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
*DECREE OF THE RECTOR OF UNIVERSITAS SAMPOERNA***

NOMOR: 007/R/SK/RO-mak/II/2022

NUMBER: 007/R/SK/RO-mak/II/2022

PRIVACY POLICY

Policy Number:	1.2.200	Date Approved:	November 11, 2021
Approving Authority:	President/Rector	Effective Date:	November 11, 2021
Responsible Executive:	VR for Student Success and International Affairs	Next Review:	November 11, 2024

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	14 September 2021
Revision 1	Edited sections a, d, e, h under “Students’ Rights...”,	8 October 2021
Revision 2	Added “Related Policies”	29 October 2021

**Explain which part and article have been changed*

A. Purpose

In a digital world, the protection of privacy interests is much more difficult. Universities are increasingly conducting teaching, research, service and other activities with information technologies. In doing so, however, we must be mindful that these digital systems are never completely secure. It is a fact of modern life that all computer systems and communication systems are the subject of constant probing by outsiders ranging from the curious to the criminal.

Sampoerna University will take reasonable precautions to maintain privacy and security within its sphere of operations. The University cannot guarantee that these efforts will always be successful and, therefore, users must assume the risk of a breach of university privacy and security systems. Individuals are advised to be discreet and cautious in their use of systems.

B. Scope

This policy is applied to all university employees and students.

C. Definitions

Sampoerna University recognizes and respects the importance of confidentiality and security of personal information in this increasingly open digital age. The University will not sell, swap, rent, or otherwise disclose for commercial purposes, outside the scope of ordinary University functions, your name, mailing address, telephone number, email address, or other personal information you provide. While the University makes reasonable efforts to protect information provided to us, we cannot guarantee that this information will remain secure and are not responsible for any loss or theft.

When an individual is connected to the Sampoerna University network or uses a university-owned computer, or other University-owned equipment, he/she agrees to abide by the rules and regulations of the University. While Sampoerna University respects the desire and need for privacy in this setting, the University reserves the right, always, to search all hardware or software owned by the University, or connected to the University network, for the purpose of preventing or investigating improper or illegal use of university systems or preventing or investigating system problems or inefficiencies. During an individual's involvement with the University community, software or third-party systems that are used may require the individual to divulge private or personal information. The University is not responsible for the content, use or privacy of this information.

E. Policy Statement

University Website(s)

- a. When users visit the Sampoerna University website(s), the webmaster collects information concerning their internet connection, which pages they visit on the site, the Internet Protocol Number (IP Address) from which they accessed sampoernauniversity.ac.id, and other general information about their visit to the website. (Information associated with an individual IP Address may be used for internal diagnostics and investigation of misconduct or security issues). The collection of this information is intended to help the University deliver efficient and useful service and it may be used to analyze trends, create summary statistics for determining technical design specifications, and to otherwise aid in monitoring system performance. Such information is stored on a temporary basis and the University will exercise reasonable care to release it only if legally mandated by law enforcement, required by court proceedings, or it is deemed necessary to internal investigations of violations of university rules and regulations.
- b. The University does not intend to sell, swap, rent, or otherwise disclose for commercial purposes, information regarding the behavior, habits, or demographics of those who visit University controlled websites.
- c. Certain parts of the University website(s) may require tracking techniques to follow the user's progress through courses, materials or programs to verify information acquired from other sources.

- d. The University provides links to websites outside the sampoernauniversity.ac.id and is not responsible for the content or privacy policies of any website to which it may link.

Email

- a. The University does not intend to monitor the contents of email sent to or from University servers, except to identify and correct problems with e-mail delivery or receipt, to work with email system problems, or to deal with misconduct or security issues.
- b. Electronic logs of who sends and receives email through university servers are maintained for a short period of time. This information may be used to analyze trends, create summary statistics for internal planning purposes, and to otherwise aid in maintaining system performance and security.
- c. Email related information is stored on a temporary basis and may only be released if legally mandated by law enforcement, required by court proceedings, or it is deemed necessary to internal investigations of violations of university rules and regulations.

Students Rights to Privacy of Academic Records

- a. **Students may make a request to the Academic Registry for their transcripts, record of current academic standing/grades, or other formal, non-confidential documents that are commonly disseminated to students and not publicly archived. Written requests will be granted within two weeks unless these criteria do not apply.**
- b. Sampoerna University discloses education records to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or support staff position; a person or company with whom Sampoerna University has contracted (i.e., attorney, auditor, etc.); a person serving on the University Council; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.



- c. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional duties.
- d. Sampoerna University may disclose, upon request, education records without consent to officials of another school in which a student seeks or intends to enroll in cases where students have notified an academic advisor of their intent in writing
- e. Sampoerna University may release Directory Information to parties within the University. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information at SU currently includes the following: student name; email address; dates of attendance; degrees and awards received; major field of study; full-time/part-time status, and date and place of birth.
- f. Although Sampoerna University legally may release Directory Information, current policy does not allow release of student information to parties outside of the University without the permission of the student. Exceptions to this include but are not limited to: Dean's Lists; academic and non-academic honors and awards; graduation photographs; or information to students' hometown or regency government and media outlets.
- g. Students may elect a "Directory Hold," which places a hold on the release of any information outside of Sampoerna University.
- h. Students will be provided Public Disclosure Forms at - First-year Orientation specifying individuals, typically immediate family members, with whom the University may share information. Students may amend or update the Public Disclosure Form at any time. Public Disclosure Forms are maintained by Academic Registry.

Health Records/Information

Records and information related to users of the University's Counseling or Health Clinic services will not be publicly disclosed. These records will be shared with other Counseling and/or medical providers as warranted to assist in providing quality care. Individuals listed on the Public Disclosure Form may request access to these records on a need-to-know basis.

Related Policies and Procedures

Student Code

Faculty Code

Staff Code

IT Policy

Academic Policy

Recommended to the University Executive by the Standing Committee on Student Affairs

Lauren Clarke, Chair, Vice Rector for Student Success & IR

Sri Susilawati Islam, Industrial Engineering Lecturer

Vera Syamsi, English Education Lecturer

Reynold Hutabarat, Student Success Programs Manager

Novi Kusumaningrum, SPAC Manager

Christian Pangaribuan, Dual Degree Program Coordinator, Business Lecturer

Erik Howard Krauss, Dean of Student Success

Wangi Susilo, Int'l Partnership Coordinator

Elan Merdy, Vice Rector for Government Relations

Farrah Mahdaly, Student & Alumni Affairs Manager