

SATHYABAMA

**INSTITUTE OF SCIENCE AND
TECHNOLOGY
(DEEMED TO BE UNIVERSITY)**

PRIVACY POLICY

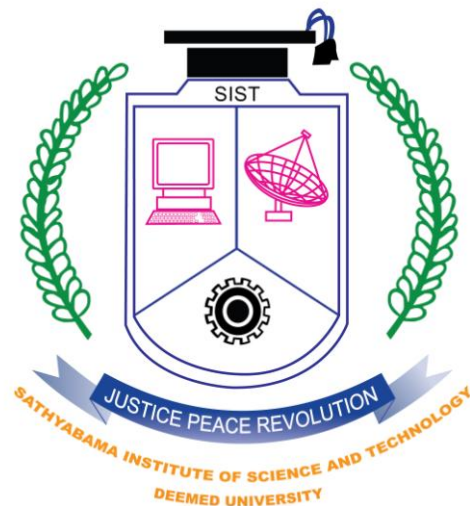


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PRIVACY POLICY

1. Introduction:

In the modern world, where we use Information Communication Technology tools for information sharing and communication, the protection of privacy interests becomes more difficult. We use these tools to share knowledge and to collaborate within our academic community. Though they offer speed and convenience, these tools are never completely secure. Computer systems and communication systems are prone to misuse and hacking by the outsiders and cyber criminals.

Sathyabama Institute of Science and Technology is committed to protecting the privacy, confidentiality and accuracy of personally identifiable information in accordance with Indian law. Sathyabama intends to take every required measure to ensure privacy and security with respect to its operations.

2. Scope of the Policy:

This policy is applicable to all members of Sathyabama Institute of Science and Technology which includes the students, faculty, researchers, staff, third-party contractors, and others with access to the information.

This policy applies to any information collected through visits to <http://www.sathyabama.ac.in>, information gathered through the university logins by students, faculties and other staff of the university.

3. Information Privacy

3.1 Personal Information

Sathyabama Institute of Science and Technology understands the importance of confidentiality and security of personal information in this digital era. The Institution does not disclose any personal information for commercial purpose or for any other purposes which outside the scope of the normal functions. Sathyabama Institute of Science and Technology collect, use, store and disclose information are required for the academic, research and administrative functions of the Institution, complying with applicable laws and regulations, and University policies.

Personal information of individuals shall not be disclosed by the Institution and it shall be used only for the purpose for which it was collected.

3.2 Email, Computers and Networks

The contact details of the individuals with whom the Institution has Email correspondences shall not be disclosed or shared with any other Institution. The contents of e-mail sent to or from the Institution's servers shall be monitored only when there is a breach of security protocols. Mails routed through the servers shall be stored for a short period of time and may be disclosed only if required for investigations relating to violation of rules, regulations and policies of the Institution or investigation by a legal authority.

Individuals using a computer owned by the Institution or connected to the Institution's network, shall abide by the rules and regulations of the Institution. Sathyabama reserves the right, at all times, to monitor all hardware and software owned by it, or connected to the its network, for the purposes of preventing or investigating improper or illegal use of Institution's systems.

4. Security

Sathyabamatakes necessary steps to protect the personal information but cannot ensure complete security as it is not possible to provide fullest safety to data which are transmitted through internet and hence, not responsible for any loss or theft of information.

5. Links to Other Sites

The Institution may provide links to websites outside its network and is not responsible for the content or privacy policies of any website to which it may link. If you are connected to a third-party link, which are not operated by the Institution, the Institution is not responsible for the content or privacy policies of those third-party sites. It is the responsibility of the individuals to review the privacy policies of such websites.

6. Information Gathered in video surveillance equipment:

The Institution has installed CCTV or Surveillance Cameras in many important places throughout the campus to ensure safety for everyone inside the campus. The purpose of using

such device is only for safety and protection of persons and property and not to interfere in the academic freedom or individual civil liberties.

The recordings of the video surveillance equipment will be kept confidential and only the Chancellor, President, Vice President, Vice Chancellor, Registrar and any other person authorized by the Chancellor shall have access to the recordings. Permission to access the recordings will be given to an outside official only in special circumstances involving investigation of an untoward incident or illegal activity.

Security camera recordings will be retained for a minimum period of 1 month and may be preserved and retained for a longer period, if required, upon authorization from the higher authorities.