



# GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY (AUTONOMOUS)

(A Unit of USHODAYA EDUCATIONAL SOCIETY)

Accredited by NAAC with 'A' Grade, Accredited by NBA (B.Tech., -ECE, EEE & Mech : 2024-2027  
(Approved by AICTE and UGC, New Delhi & Affiliated to JNTUA, Anantapur.)

3rd Mile, Nellore - Bombay Highway, Gangavaram (V), Kovur (M), S.P.S.R. Nellore Dt, Andhra Pradesh - India. 524 137.

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## DIGITAL PERSONAL DATA PROTECTION POLICY

### 1. Purpose

To ensure protection, privacy, and lawful processing of digital personal data of students, faculty, staff, and stakeholders in compliance with the Digital Personal Data Protection Act, 2023 enacted by Government of India.

### 2. Scope

Applicable to all institutional departments, employees, students, and authorized third parties handling personal data through institutional digital systems.

### 3. Personal Data

Includes information such as name, contact details, academic records, employee details, identification numbers, biometric data, and login credentials.

### 4. Data Collection and Use

Personal data shall be collected only for legitimate academic, administrative, and regulatory purposes with appropriate consent where required.

### 5. Data Security

The institution shall implement reasonable safeguards such as secure servers, access control, encryption, and regular data backups to prevent unauthorized access or misuse.

### 6. Data Sharing

Personal data may be shared only with authorized authorities or service providers for legitimate institutional or legal purposes.

### 7. Rights of Individuals

Individuals have the right to access, correct, or request deletion of their personal data subject to applicable regulations.

### 8. Responsibility

A designated authority/Data Protection Officer shall oversee compliance and address data protection concerns.

### 9. Review

This policy will be reviewed periodically to ensure compliance with legal and technological developments.

This DPDP Policy is approved by the competent authority of the institution and shall come into force from the date of approval.

Approved by: Head of the Institution

Date: \_\_\_\_\_

Institution Seal: \_\_\_\_\_

