



# AVANTHI'S St. THERESSA INSTITUTE OF Engineering & Technology

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(Approved by AICTE, Recognised by the Govt. of A.P., & Affiliated to JNTU-GV, Vizianagaram)

**Garividi (Cheepurupalli) Vizianagaram Dist - 535101**

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Date: 07.06.2025

## Data Privacy & Data Protection Policy

### 1. Introduction

The Data Privacy and Data Protection Policy of Avanthi's St. Theresa Institute of Engineering & Technology define principles and practices for secure and ethical handling of personal and institutional data.

### 2. Objectives

- Protect personal and sensitive data
- Ensure transparency in data usage
- Establish accountability in data handling
- Comply with applicable laws and regulations
- Promote responsible use of information

### 3. Scope

Applicable to students, faculty, staff, management, alumni, and third-party service providers.

### 4. Types of Data Covered

- Personal data
- Academic records
- Employment and payroll data
- Financial information
- Digital and IT system data

### 5. Data Privacy Principles

- Lawful and fair processing
- Purpose limitation
- Data minimization
- Accuracy
- Confidentiality and security
- Accountability

### 6. Data Collection and Consent

Data is collected only for legitimate academic and administrative purposes with informed consent wherever required.



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## 7. Data Storage and Security

- Secure physical and electronic storage
- Role-based access control
- Password protection and encryption
- Regular data backup

## 8. Data Sharing and Disclosure

Data shared only with authorized statutory bodies and partners as required.

## 9. Data Retention and Disposal

- Retention as per legal and institutional requirements
- Secure disposal of obsolete data

## 10. Rights of Data Subjects

- Right to access
- Right to correction
- Right to deletion (as permitted by law)

## 11. Data Breach Management

Data breaches shall be reported immediately and corrective action taken.

## 12. Responsibilities

- Institution ensures compliance
- Employees handle data confidentially
- Students protect login credentials

## 13. Training and Awareness

Regular awareness programs on data privacy and cyber security.

## 14. Monitoring and Compliance

Periodic audits and disciplinary action for non-compliance.

## 15. Policy Review

Policy reviewed periodically and updated with approval.

  
Principal