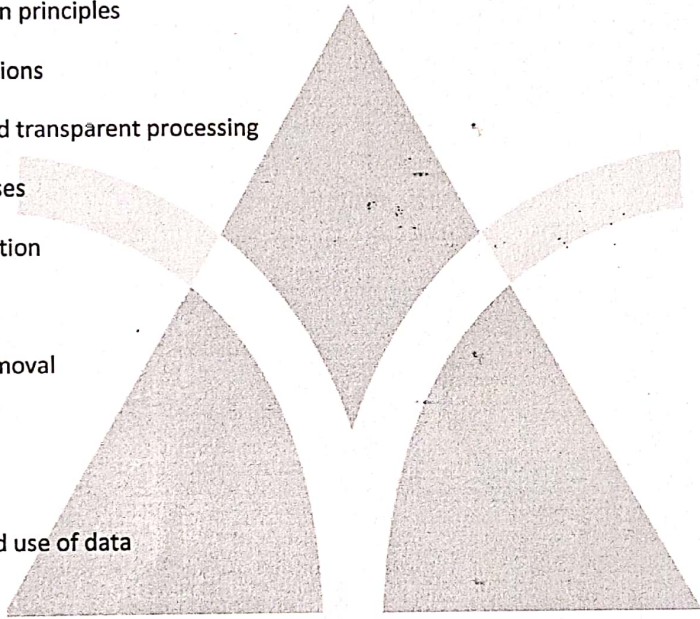


D1. DATA PROTECTION POLICY

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Date of issue: 01 Jun 2020	Review date: 01 Jun 2022	Applicability: All AI Staff	

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1. Objective

The purpose of this policy is to maintain the privacy of and protect the **PERSONAL** information of employees, students, contractors, vendors, interns, associates, customers and business partners of Acharya Institutes and ensure compliance with laws and regulations applicable.

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2. Scope

This policy is applicable to all AI employees, students, contractors, vendors, interns, associates, customers and business partners who may receive PERSONAL information, have access to PERSONAL information collected or processed, or who provide information to the Institution.

3. Data Protection principles

The data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that PERSONAL data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the PERSONAL data are processed; PERSONAL data may be stored for longer periods insofar as the PERSONAL data will be processed solely for archiving purposes in the public interest, scientific or historical

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research purposes or statistical purposes subject to implementation of the appropriate technical

- f. Processed in a manner that ensures appropriate security of the PERSONAL data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

4. General provisions

- a. This policy applies to all PERSONAL data processed by the AI
- b. The Responsible Person shall take responsibility for the AI’s ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.

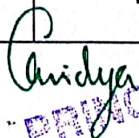
5. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, AI shall maintain a Register
- b. The Register shall be reviewed annually.

6. Lawful purposes

- a. All data processed by the Institute must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests
- b. AI shall note the appropriate lawful basis in the Register.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in

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consent shall be kept with the PERSONAL data.

7. Data minimisation

AI shall ensure that PERSONAL data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

8. Accuracy

AI shall take reasonable steps to ensure PERSONAL data is accurate. Wherever necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that PERSONAL data is kept up to date.

9. Archiving / removal

- To ensure that PERSONAL data is kept for no longer than necessary, AI shall put in place an archiving policy for each area in which PERSONAL data is processed and review this process annually.
- The archiving policy shall consider what data should/must be retained, for how long, and why.

10. Security

- AI shall ensure that PERSONAL data is stored securely using modern software that is kept-up-to-date.
- Access to PERSONAL data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.

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- c. When PERSONAL data is deleted, this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

11. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, PERSONAL data, AI shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach,

12. Unauthorised use of data:

Any violation of this policy must be reported to CD through concerned HOD immediately. On receipt of information CD will constitute a investigating committee to do actual enquiry. The Committee which would consists of 3 HODs [including 1 from which the accused employee/ students relate to]. The committee will report its findings and recommendations for disciplinary action to HR/CD.

Violations: Anyone who knows or has reason to believe that another person has violated this procedure shall report the matter promptly to his/her supervisor, department head or the Chief Information Officer.

After a violation of this procedure has been reported or discovered, the issue will be handled as soon as possible to reduce harm to the college and its affiliates. Violators of this procedure may be subject to disciplinary action, up to and including the termination of employment depending on the severity of the violation or data breach.

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