

Privacy Policy

संलग्नक संख्या/Annexure No. 8-41/01
मद संख्या/Item No. 8-41
ई.सी. की तिथि/Date of EC. 21-08-2021

Collect and use the personal data of applicants for undergraduate/postgraduate programs during their application process

PURPOSE OF THIS DOCUMENT

The University of Delhi is committed to protecting the privacy and security of your personal information ("Personal Data").

This privacy policy describes how we collect, use, process and disclose your personal data during the admissions process.

This policy applies to prospective students. In addition, each Department/Center/Institute/College will have its own Non-Disclosure Agreement (NDA)/privacy notice. It is important that you read this policy, together with any other privacy policy we may provide on specific occasions when we are collecting or processing information about you, so that you are aware of how and why we are using the information. We may update this policy at any time.

If you choose to apply for our admissions process, then you agree to the collection, use and disclosure of information in relation to this policy. The Personal Data that we collect is used for providing and related information to department and colleges and for communication with the applicants. The information shall be kept in fiduciary capacity and not disclosed to any outside agency unless required by law.

WHO IS USING YOUR PERSONAL DATA

The University of Delhi is the "controller" for the information that we obtain from you or others as a result of your application for study in various programs.

Access to your data (including Personal Data) will be provided to the University's staff, including those based in the University's colleges, who need to view it as part of their work in carrying out the purposes. We may also share it with the statutory bodies of the University.

THE TYPES OF DATA WE HOLD ABOUT YOU

The information we hold about you may include the following:

- Personal details such as name, title, address, telephone number, email address, date of birth, sex and gender identity, ID photograph (included within received documents), educational details, information about household income, and details of parents/guardian;

- Education (including the school(s), college(s) and other educational institutions you may have attended and places where you have worked, the courses you have completed, dates of study and examination results);
- Other personal background information collected during the admissions process, e.g. whether you have been in care, your socio-economic classification and details of your parents' occupation and education;
- Information about your use of our IT systems;
- Visa, passport and immigration information;
- Funding and financial support information;
- Information about your use of our information and communications systems, including your communication preferences and website interaction.
- Information about your socio-economic background

We may also collect and use the following "special categories" of more sensitive personal data, such as:

- Information about your race or ethnicity, sexual orientation and religious beliefs;
- Information about your health, including any disability and/or medical condition;
- Information about criminal convictions and offences (if applicable to your course).

INFORMATION COLLECTED AND STORED AUTOMATICALLY

When you browse, read pages, or download information on this website, we automatically gather and store certain technical information about your visit. This information never identifies who you are. The information we collect and store about your visit is listed below:

- The Internet domain of your service provider (e.g. mtnl.net.in) and IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the web) from which you access our website.
- The type of browser (such as Firefox, Netscape, or Internet Explorer) and operating system (Windows, Linux) used to access our site.
- The date and time you access/accessed our site.
- The pages/URLs you have visited, and
- If you reached this website from another website, the address of that referring website.
- This information is only used to help us make the site more useful for you. With this data, we learn about the number of visitors to our site and the types of technology our visitors use. We never track or record information about individuals and their visits.

HOW THE UNIVERSITY OBTAINS YOUR DATA

Most of the information we hold comes from your application, for example, via online application system/portals. We may also collect additional information directly from you and from external agencies/parties including referees, Boards, former schools, colleges and universities, and government departments and agencies.

HOW THE UNIVERSITY USES YOUR DATA

We process your data for the purpose of processing and assessing your application for study, and for purposes related to your application, such as assessing your eligibility for different programs.

We also need to process your data in order to meet our legitimate interests or the legitimate interests of others. Examples include, but are not limited to, the following:

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- o asking you to provide additional information on your application; and
- o notifying you of changes of course information.

DATA SHARING WITH THIRD PARTIES

In order to perform our contractual and other legal obligations/responsibilities/duties, we may, where relevant and necessary, need to share your information with the following types of organisations:

1. The college you have applied to or have been allocated to;
2. Your school, college and/or training organisation;
3. Your referees;
4. External organisations offering University-sponsored services including student surveys;
5. Governmental departments or agencies responsible for funding and who provide student fellowships;
6. Individuals/group of individuals providing students sponsorships/fellowships;
7. If you have or are seeking a particular collaboration with a third party, for example, because of an exchange scheme;
8. Sponsors or benefactors of funding and financial support;
9. Examination boards and awarding bodies;
10. Testing services, including National Testing Agency (NTA) etc.
11. Third parties including your former employer(s) or educational establishment(s) to obtain a reference or to verify the accuracy of a reference or other information you have submitted with or in support of your application;

Where information is shared with third parties, we will seek to share the minimum amount necessary.

All third-party service providers that process data on our behalf are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

However, except as has been stated above, we will not share any sensitive personal information of a prospective student, except with their consent.

RETENTION PERIOD

We will retain your data only for as long it is needed to meet academic and institutional requirements, including any, relating to legal, accounting, or reporting requirements. Details of the retention periods for different types of programs/courses may vary as per the rules and guidelines of the University of Delhi. However, where you have consented to the processing (for example, where you have asked us to send you certain types of communication), you can withdraw your consent at any time, by contacting your principal/head of the department.

KEEPING YOUR DATA UP-TO-DATE

It is important that the data we hold about you is accurate and current. You can access, amend and delete your data yourself until the point at which you submit your application to the University. Please keep us informed of any changes after you submit your application.



CHANGES TO THIS PRIVACY POLICY

We may update our Privacy Policy from time to time. Thus, you are advised to review this page periodically for any changes. These changes are effective immediately after they are posted on this page. If you do not agree to the modified terms or policies for a Service, you should discontinue your use. From time to time, solely at our discretion we may also post policy update notices to your registered communication channel(s) (email, phone, mailing address etc), hence you are required to review this webpage for the newest policy by visiting the page periodically to ensure your rights, preferences and privileges are not compromised by any changes.

SECURITY

We value your trust in providing us your Personal Data, thus we are striving to use commercially acceptable means of protecting it. But remember that no method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security



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ESTABLISHMENT BRANCH-II (I)

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Establishment Block

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Ref. Estab. II(i)/ 2021/1674

6th August, 2021

अधिसूचना
NOTIFICATION

The Privacy Policy of the University of Delhi for collection and use of the personal data of applicants for undergraduate/postgraduate programs during their application process is enclosed.

This is issued with the approval of the Competent Authority.


कुलसचिव
REGISTRAR