Institutional Data Protection & Privacy Policy

1. Purpose

The purpose of this policy is to ensure the protection, confidentiality, and lawful processing of personal data of students, faculty, and staff in compliance with applicable national regulations and institutional standards.

2. Scope

This policy applies to:

- All students enrolled in on-campus and Open & Distance Learning (ODL) programs

- Faculty and administrative staff

- All digital platforms including LMS, student portal, email systems, and assessment tools

3. Types of Data Collected

The institution may collect and process the following data:

- Personal identification information (Name, CNIC, contact details)

- Academic records and transcripts

- Attendance records

- Assessment submissions and grades

- LMS activity logs

- Payment and financial records

- Recorded lectures where student participation is visible

4. Purpose of Data Collection

Data is collected for:

- Academic administration

- Course delivery and assessment

- Communication with students

- Quality assurance and accreditation

- Regulatory reporting (HEC or other authorities)

5. Data Security Measures

The institution ensures data protection through:

- Secure LMS login credentials

- Role-based access control

- Encrypted data storage (where applicable)

- Firewall and antivirus protection

- Regular system backups

- Restricted administrative access

6. Student Rights

Students have the right to:

- Access their personal data

- Request correction of inaccurate information

- Withdraw consent where applicable

- Raise concerns regarding misuse of data

7. Data Retention

Student data shall be retained only for the duration necessary for academic, legal, and regulatory requirements.

8. Confidentiality

All faculty and staff are required to maintain confidentiality of student information and are prohibited from sharing data without authorized approval.

9. Third-Party Tools

Where third-party platforms (e.g., LMS hosting, video conferencing tools) are used, the institution ensures:

- Secure integration

- Limited data sharing

- Compliance with privacy standards

10. Policy Communication

This policy is:

- Published on the institutional website

- Available through the LMS

- Shared during student orientation

- Included in student handbook