

SILIGURI COLLEGE OF COMMERCE

College Para, Siliguri

PRIVACY POLICY

- 1.1 Siliguri College of Commerce is committed to protecting the privacy, confidentiality and accuracy of personally identifiable information in accordance with Indian Law and international human rights norms. Other than as required by laws that authorize public access to certain types of information, or in order to court orders legal instruments that authorized disclosure, the University shall not part with any personally identifiable information.

This policy applies to any information collected through visits to <http://www.siliguricollegeofcommerce@yahoo.com>, the college logins by students faculties and other staff of the college, CCTV feeds and other information that flows from these activities, which the college pledges to protect. The primary policies and procedures described for this college do not extend to any external links.

The information collected by the college will be within its control and in a manner consistent with applicable laws, existing regulations, institution policies and principles which guide such collection.

Authority :

- 1.2 Approved by Governing Body, Siliguri College of Commerce and Principal / Teacher-In-Charge of the college.

Scope of the policy :

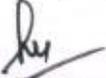
- 1.3 This policy is applicable to all members of the Siliguri College of Commerce. It includes the students, faculty, staff and alumni of the college and others with access to the colleges and restricted information.

Information privacy :

2. Siliguri College of Commerce limits the collection, use, disclosure or storage of information to that which reasonably serves the college's academic, research or administrative functions, or other legal required purpose. E-mail correspondences with the college divulge of e-mail addresses of individual. The college shall not sell or trade the contact details of this nature to any other college or organisation. The college shall only use personal information for the purpose for which it was collected. The college shall only use personal information for longer than is required for the purpose for which the information can lawfully be used, or as otherwise required under any other law. The individual concerned has the right to review the information provided. Sensitive personal information of individuals shall not be disclosed by the college, except in accordance with the provisions of existing law.

Exception :

- 2.2 Such collection, use, disclosure and storage should comply with applicable laws and regulations and policy of the college. College may disclose information in the course of


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investigations and lawsuits, in response to court orders, for the proper functioning of the college to protect the safety and well being of individuals or the community and as required by law.

Information gathered in CCTV footages :

- 3.1 **Purpose :** The UGC recommends of CCTV in the interests of student safety. The objects of ensuring general sense crime prevention and community policing initiatives have led to the presence of video surveillance cameras in certain places of the college.
- 3.2 CCTV monitoring for security purpose will be consistent with all existing college policies. Such technologies will be used to meet the college's objective to protect persons and property, while avoiding unnecessary intrusions upon academic freedom or individual civil liberties including privacy, freedom of expression and freedom of assembly.
- 3.3 **Monitoring the footage and recordings :** Any information collected through the use of CCTV surveillance is considered college property and / or records. The Principal / Teacher-In-Charge or her / his designee is authorised to determine the specific personnel in the college who shall have access to the CCTV surveillance equipment and recordings.

Disclosure of information obtained from CCTV surveillance to the outsider personnel will be subject to review by the Principal / Teacher-In-Charge. Security camera recordings will be retained for a minimum of 14 days. Recordings from surveillance may be preserved and retained longer than 14 days under specific circumstances. This retention may only occur ;

- (a) Upon receiving evadible notification by law enforcement authorities for an alleged illegal activity
- (b) Where there is reasonable belief that the surveillance information may be related to illegal activity that has occurred, is occurring or is imminently about to occur.


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