



INSTITUTIONAL DATA PROTECTION & PRIVACY POLICY (IDDP)

1. Institutional Data Protection & Privacy Policy (IDDP)

A formal policy approved by the institution.

Should cover:

- Compliance with **Digital Personal Data Protection Act, 2023 (India)**
- Collection, storage, usage, and sharing of personal data
- Data security and confidentiality
- Student & staff data rights
- Consent and grievance mechanism
- Cyber safety and IT security practices

2. Awareness & Capacity Building Programs

Proof of:

- Seminar / workshop on DPDP Act
- Cyber security & data privacy awareness
- IT security / digital ethics sessions

Documents:

- Circular
- Report
- Photos
- Attendance

3. IT & Data Security Measures (Implementation Proof)

Brief note / evidence on:

- Secure ERP / LMS usage
- Password and access control policies
- Data backup and storage practices
- Authorized access only to student records



4. MoM / IQAC Reference

Minutes mentioning:

- Adoption of DPDP compliance
- Approval of policy / awareness programs

Principal

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