

# **Policy Statement:**

The Assam Royal Global University, Guwahati 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 response to court orders legal instruments that authorize disclosure, the university shall not part with any personally identifiable information.

This policy applies to any information collected through visits to <a href="https://www.rgu.ac">https://www.rgu.ac</a> and https://www.rgi.edu.in, information gathered through the university logins by students, faculties and other staff of the university, CCTV feeds and other information that flows from these activities, which the university pledges to protect. The University's website provides links to other websites. When you leave The Assam Royal Global University's website, (www.rgu.ac), you will be visiting sites that are beyond our control. These other sites may send their own cookies to users, collect data, or solicit personal information. The privacy policies and procedures described for this University do not extend to any external links.

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

## Authority:

Approved by the Registrar and the Vice Chancellor of The Assam Royal Global University, Delhi.

### Scope of the Policy:

This policy is applicable to all members of the The Assam Royal Global University community and visitors to the University. It includes the students, faculty, lecturers/instructors, researchers, staff, third-party contractors, and others with access to the University's and restricted information.

# Information Privacy:

### **General Policy:**

The Assam Royal Global University limits the collection, use, disclosure or storage of information to that which reasonably serves the University's academic, research, or administrative functions, or other legally required purposes. Email correspondences with the university divulge details of e-mail addresses of individual. The university shall not sell or trade the contact details of this nature to any other university or organization. The university shall only use personal information for the purpose for which it was collected. The university shall only use personal information for longer than is required for the purposes 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, and to ask for inaccurate or deficient information to be corrected. Sensitive personal information of individuals shall not be disclosed by the university, except in accordance with the provisions of existing laws.

## **Exceptions:**

required by law.

Such collection, use, disclosure and storage should comply with applicable laws and regulations, and University policies. The University may disclose information in the course of investigations and lawsuits, in response to court orders, for the proper functioning of the University, to protect the safety and wellbeing of individuals or the community, and as