



KALASALINGAM
ACADEMY OF RESEARCH AND EDUCATION
(DEEMED TO BE UNIVERSITY)

Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A" Grade



Anand Nagar, Krishnankoil - 626126. Srivilliputtur (Via), Virudhunagar (Dt), Tamil Nadu | info@kalasalingam.ac.in | www.kalasalingam.ac.in

STAFF DATA PROTECTION NOTICE

1. INTRODUCTION

At Kalasalingam Academy of Research and Education (KARE), the privacy and protection of personal data are treated with utmost importance. Any personal data (i.e., information that can identify an individual directly or indirectly) provided to the University is handled with the highest standards of security, confidentiality, and integrity.

This Staff Data Protection Notice explains how KARE collects, uses, stores, and shares personal data relating to prospective, current, and former employees, including faculty members, administrative staff, contractual employees, consultants, and voluntary workers (“you”). It also outlines your rights in relation to the processing of your personal data in accordance with applicable data protection laws and institutional policies.

2. WHO WE ARE

In this Notice, “we”, “us”, “our”, and “the University” refer to Kalasalingam Academy of Research and Education (KARE).

3. HOW WE COLLECT YOUR PERSONAL DATA

KARE collects personal data primarily directly from you during various stages of engagement, including:

- Recruitment and selection processes
- Appointment and onboarding
- Employment lifecycle (performance, training, promotions, etc.)

Additionally, personal data may be obtained from third parties, including:

- References from previous employers or professional contacts
- Verification of qualifications from academic institutions
- Government authorities (e.g., taxation and regulatory bodies)
- Background verification agencies
- Healthcare providers (e.g., occupational health assessments, where applicable)
- Financial institutions for salary and benefits processing

All such data collection is conducted in compliance with legal and ethical standards.



KALASALINGAM
ACADEMY OF RESEARCH AND EDUCATION
(DEEMED TO BE UNIVERSITY)

Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A" Grade



Anand Nagar, Krishnankoil - 626126. Srivilliputtur (Via), Virudhunagar (Dt), Tamil Nadu | info@kalasalingam.ac.in | www.kalasalingam.ac.in

4. PERSONAL DATA PROVIDED BY YOU ABOUT OTHERS

You may provide personal data relating to other individuals, such as:

- Next of kin or emergency contacts
- Family members or dependents
- Beneficiaries for insurance or financial benefits

You must ensure that such individuals are informed that their personal data is being shared with the University and may be used for the purposes outlined in this Notice.

5. HOW WE USE YOUR PERSONAL DATA

Your personal data is processed for various administrative, legal, and operational purposes necessary for managing your employment and the functioning of the University.

5.1 Human Resource Management

- Recruitment, selection, and onboarding
- Salary processing, statutory deductions, and payroll management
- Pension administration and benefits management
- Performance evaluation, promotions, and career development
- Training, skill development, and capacity building

5.2 Operational and Institutional Purposes

- Provision of facilities such as IT services, library access, and campus amenities
- Communication regarding institutional updates, events, and policies
- Maintenance of employee records and documentation
- Monitoring equal opportunities and diversity initiatives

5.3 Legal and Compliance Purposes

- Compliance with employment laws and statutory obligations
- Health and safety management
- Handling disciplinary matters, grievances, and disputes
- Audit, quality assurance, and accreditation processes



KALASALINGAM
ACADEMY OF RESEARCH AND EDUCATION
(DEEMED TO BE UNIVERSITY)



Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A" Grade

Anand Nagar, Krishnankoil - 626126. Srivilliputtur (Via), Virudhunagar (Dt), Tamil Nadu | info@kalasalingam.ac.in | www.kalasalingam.ac.in

5.4 Additional Uses

- Provision of employee wellbeing and support services
- Operation of CCTV systems for campus security
- Participation in research, collaborative projects, and institutional reporting
- Maintaining contact with former employees for administrative or alumni purposes

5.5 – Biometric Data

Where biometric data (such as fingerprint or facial recognition data) is collected for attendance management, access control, or other authorized institutional purposes, KARE shall process such data only for the specific purpose for which it was collected.

The University shall ensure that:

- Biometric data is stored securely using appropriate encryption and access controls.
- Access to biometric data is restricted to authorized personnel on a need-to-know basis.
- Biometric data shall not be used for any unrelated purpose without a lawful basis or the individual's consent, where required.
- Biometric data shall be retained only for the duration necessary to fulfill its intended purpose and shall thereafter be securely deleted or anonymized in accordance with the University's Records Management Policy.

6. LEGAL BASIS FOR PROCESSING YOUR DATA

KARE processes your personal data based on one or more of the following legal grounds:

- Contractual Obligation: To fulfill terms of employment
- Legal Obligation: To comply with applicable laws and regulations
- Legitimate Interests: For effective management of institutional operations
- Consent: Where explicit permission is required (e.g., optional data collection)
- Vital Interests: To protect the safety and well-being of individuals

All processing activities are carried out in a fair, lawful, and transparent manner.



KALASALINGAM
ACADEMY OF RESEARCH AND EDUCATION
(DEEMED TO BE UNIVERSITY)

Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A" Grade



Anand Nagar, Krishnankoil - 626126. Srivilliputtur (Via), Virudhunagar (Dt), Tamil Nadu | info@kalasalingam.ac.in | www.kalasalingam.ac.in

7. SHARING OF PERSONAL DATA WITH THIRD PARTIES

KARE may share your personal data with authorized third parties where necessary, including:

- Government and regulatory authorities
- Taxation and financial bodies
- Pension administrators and insurance providers
- Accreditation agencies and academic bodies
- Research sponsors and funding organizations
- Partner institutions and collaborators
- External auditors
- IT service providers and software vendors

Where third parties process data on behalf of KARE, appropriate agreements are in place to ensure data security, confidentiality, and compliance.

In certain cases, data may be transferred outside India with appropriate safeguards to ensure lawful and secure processing.

7.1 – Employment References

The University may provide employment references for current or former employees only upon receipt of a legitimate request from a prospective employer or authorized organization and, where required by applicable law or institutional policy, with the knowledge or consent of the employee concerned.

Only factual and authorized employment information (such as designation, employment period, duties performed, and other verified employment records) shall be disclosed. Confidential information, disciplinary records, medical information, or personal data shall not be disclosed unless required by law or with the individual's explicit consent.

8. HOW LONG WE WILL KEEP YOUR DATA

KARE retains personal data only for as long as necessary to fulfill employment, legal, regulatory, audit, pension, taxation, and institutional record-keeping requirements.



KALASALINGAM
ACADEMY OF RESEARCH AND EDUCATION
(DEEMED TO BE UNIVERSITY)

Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A" Grade



Anand Nagar, Krishnankoil - 626126. Srivilliputtur (Via), Virudhunagar (Dt), Tamil Nadu | info@kalasalingam.ac.in | www.kalasalingam.ac.in

Upon cessation of employment, personal data shall not be immediately deleted. Employment records shall be retained in accordance with the University's Records Management Policy and applicable statutory requirements to support:

- Statutory compliance
- Pension and retirement benefits
- Taxation and audit obligations
- Legal proceedings or dispute resolution
- Verification of previous employment and service records

Once the applicable retention period expires, personal data shall be securely destroyed, anonymized, or archived in accordance with approved institutional procedures. Access to archived records shall remain restricted to authorized personnel only.

8.1 How We Protect Your Data

KARE implements appropriate technical and organizational measures to safeguard staff personal data against unauthorized access, alteration, disclosure, loss, or destruction.

These measures include:

- Encryption of sensitive personal data where appropriate
- Role-based access controls and least-privilege access
- Secure servers and controlled physical storage facilities
- Multi-factor authentication for critical systems where applicable
- Regular backup of electronic records
- Continuous monitoring of information systems
- Periodic security audits, vulnerability assessments, and staff awareness programmes
- Secure disposal of paper and electronic records at the end of the retention period

8.2 – Personal Data Breach Management

In the event of an actual or suspected personal data breach involving staff information, KARE shall immediately initiate its Data Breach Response Procedure.

The procedure shall include:

- Immediate containment of the breach
- Assessment of the nature, scope, and potential impact
- Investigation to determine the root cause



KALASALINGAM
ACADEMY OF RESEARCH AND EDUCATION
(DEEMED TO BE UNIVERSITY)

Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A" Grade



Anand Nagar, Krishnankoil - 626126. Srivilliputtur (Via), Virudhunagar (Dt), Tamil Nadu | info@kalasalingam.ac.in | www.kalasalingam.ac.in

- Implementation of corrective and preventive measures
- Notification to affected individuals and relevant regulatory authorities where required under applicable law
- Documentation of the incident and maintenance of breach records for audit purposes

Appropriate disciplinary action may be taken where a breach results from negligence, unauthorized disclosure, or violation of institutional policies.

9. YOUR RIGHTS

You have the following rights regarding your personal data, subject to applicable laws:

- Right to access your personal data
- Right to correct inaccurate or incomplete data
- Right to request deletion or restriction of processing (where applicable)
- Right to object to certain processing activities
- Right to withdraw consent (where processing is based on consent)
- Right to data portability (where applicable)
- Right to not be subject to solely automated decisions
- Right to opt out of non-essential communications

Requests to exercise these rights may be submitted to the designated authority.

10. REVISIONS TO THIS NOTICE

This Notice shall normally be reviewed at least once every three (3) years, or earlier if required due to changes in applicable legislation, institutional requirements, technological developments, or recommendations arising from audits or data protection incidents.

CONCLUSION

This Staff Data Protection Notice reflects KARE's commitment to ensuring that personal data is handled with transparency, accountability, and security, while supporting effective human resource management and institutional governance.