



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

STUDENT DATA PROTECTION NOTICE

1. INTRODUCTION

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

This Student Data Protection Notice explains how KARE collects, uses, stores, and shares personal data relating to prospective, current, and former students. It also outlines the rights of students in relation to their personal data and the measures taken by the institution to ensure compliance 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 students during various stages such as application, admission, registration, and academic engagement. However, personal data may also be collected from third-party sources, including:

- Admission bodies and entrance examination authorities
- Previous educational institutions and universities
- Government agencies and regulatory bodies
- Scholarship and funding organizations
- Healthcare providers (where relevant and permitted)
- Placement agencies, recruiters, and industry partners
- Authorized agents or representatives

All such data collection is carried out in compliance with applicable legal and ethical standards.

3.1 What Data We Hold

KARE may collect and process different categories of personal data necessary for academic, administrative, legal, and student support purposes. These may include, but are not limited to:

Identity and Personal Information

- Name, photograph, date of birth, gender, Aadhaar number (where permitted), passport details (for international students), nationality, and other government-issued identity documents.

Contact Information

- Residential and correspondence addresses, email addresses, mobile numbers, emergency contact details, and parent/guardian information.

Academic Information

- Admission records, educational qualifications, entrance examination details, attendance, examination results, academic transcripts, course registrations, degree and certification records.

Financial Information

- Fee payment records, scholarships, fellowships, educational loans, sponsorship details, bank account information (where applicable), and financial aid records.

Hostel and Campus Services

- Hostel accommodation records, mess records, visitor registers, biometric attendance or access records (where applicable), transport records, library usage, and campus access information.

Health and Welfare Information

- Medical information voluntarily provided for healthcare, disability support, counselling, emergency assistance, or health and safety purposes.

Disciplinary and Administrative Records

- Grievances, disciplinary proceedings, student conduct records, complaints, appeals, and related administrative decisions.

Digital and Technical Information

- Learning Management System (LMS) activity logs, institutional email usage, Wi-Fi authentication logs, VPN logs, library system logs, access control logs, IP addresses, device identifiers, and other system-generated audit logs.

4. HOW WE USE YOUR PERSONAL DATA

KARE processes student personal data for purposes necessary for the effective functioning and administration of the institution. These include, but are not limited to:

Academic and Administrative Purposes

- Processing applications, admissions, and registrations
- Conducting examinations, evaluations, and academic assessments
- Maintaining student records and academic history
- Managing graduation, certification, and alumni records

Operational and Support Services

- Fee collection, financial administration, and scholarship management
- Library and IT services administration
- Communication of academic updates, schedules, and notifications
- Student welfare, counseling, and support services

Institutional and Legal Purposes

- Compliance with statutory and regulatory requirements
- Maintaining safety, security, and campus operations (including CCTV monitoring)
- Handling grievances, disciplinary matters, and appeals
- Monitoring academic integrity (e.g., plagiarism detection tools)



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Additional Uses

- Communication through SMS, email, or institutional platforms
- Publication of student achievements, awards, and honors (unless opted out)
- Conducting research, surveys, and institutional reporting
- Event documentation (photographs/videos), with prior notice or consent where applicable

In certain cases, KARE may process sensitive personal data (e.g., health or disability information) strictly for legitimate purposes and with appropriate safeguards.

4.1 Digital Activity Logs

KARE's digital platforms automatically generate activity logs as part of normal system operations. These logs may include Learning Management System (LMS) access records, institutional email logs, Wi-Fi authentication logs, VPN access records, library management system logs, and other network activity records.

These logs are used only for legitimate institutional purposes, including:

- Maintaining cybersecurity and network security
- Detecting unauthorized access and cyber incidents
- Troubleshooting technical problems
- System performance monitoring
- Academic service delivery
- Compliance with legal and regulatory obligations
- Internal audits and information security investigations

Digital activity logs shall not be used for unauthorized surveillance of students and shall only be accessed by authorized personnel on a need-to-know basis.

5. OUR LEGAL BASIS FOR USING YOUR PERSONAL DATA

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

- Legitimate Institutional Interest: For managing academic and administrative functions
- Consent: Where explicit permission is obtained (e.g., for promotional use of images)
- Legal Obligation: To comply with applicable laws and regulatory requirements
- Performance of Contract: To fulfill obligations related to education and services

All processing activities are conducted in a manner that respects the rights and freedoms of students.



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6. PERSONAL DATA PROVIDED BY YOU ABOUT OTHERS

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

- Parents or guardians
- Emergency contacts
- Family or dependents

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

7. WHO WE SHARE YOUR PERSONAL DATA WITH

KARE may share personal data with authorized entities where necessary and appropriate, including:

- Government and regulatory authorities
- Accreditation bodies and educational agencies
- Partner institutions and exchange program providers
- Scholarship and funding agencies
- Examination boards and external evaluators
- Placement organizations and potential employers (with consent)
- Service providers (IT systems, cloud services, libraries, etc.)
- Banks and financial institutions
- Insurance providers

All third-party data sharing is governed by agreements ensuring confidentiality, security, and compliance with applicable laws.

Where data is transferred internationally, appropriate safeguards are implemented to ensure lawful and secure transfer.

7.1 How We Protect Your Data

KARE implements appropriate technical and organizational measures to protect student personal data from unauthorized access, alteration, disclosure, loss, or destruction.

These measures include:

- Encryption of sensitive personal data where appropriate
- Role-based access controls (least privilege principle)
- Secure servers and controlled physical storage
- Multi-factor authentication for critical institutional systems where applicable
- Regular backup of electronic records
- Firewalls, antivirus, intrusion detection, and network security monitoring
- Periodic security audits and vulnerability assessments
- Secure disposal of physical and electronic records after expiry of retention periods
- Regular awareness programmes for staff handling student data

7.2 Personal Data Breach Management

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

The procedure shall include:

- Immediate containment of the incident
- Assessment of the nature and impact of the breach
- Investigation to determine the root cause
- Implementation of corrective and preventive measures
- Notification to affected students and relevant regulatory authorities where required under applicable law
- Documentation and maintenance of breach records for audit and compliance purposes

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

8. PARENTS / GUARDIANS

KARE recognizes students as independent individuals capable of managing their personal data. Therefore:

- Personal data will not be disclosed to parents or guardians without the student's consent
- Exceptions may apply in cases involving health, safety, or legal obligations



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9. HOW LONG WE WILL KEEP YOUR DATA

KARE retains student personal data only for as long as necessary to fulfill academic, administrative, legal, regulatory, and institutional purposes.

After graduation, withdrawal, or discontinuation of studies, certain student records shall continue to be retained in accordance with the University's Records Management Policy and applicable statutory requirements. These records may include:

- Academic transcripts and degree records
- Examination and certification records
- Financial and scholarship records
- Disciplinary records where legally required
- Records required for accreditation, audit, and statutory compliance
- Limited contact information for alumni engagement and institutional communication

Certain records may therefore be retained after graduation to facilitate alumni relations, degree verification, placement verification, invitations to alumni activities, fundraising initiatives, and other legitimate institutional purposes.

When retention is no longer required, personal data shall be securely destroyed, anonymized, or archived in accordance with approved institutional procedures.

10. KEEPING YOUR DATA UP-TO-DATE

Students are responsible for ensuring that their personal data is accurate and up to date.

Updates can be made through:

- Student portals
- Administrative offices
- Official communication channels

Accurate data ensures effective communication and service delivery.

Students are encouraged to periodically review and update their personal information, including contact details, emergency contacts, and other relevant information, through the University's student portal or designated administrative offices to ensure accuracy of institutional records.



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11. YOUR RIGHTS

Students have the following rights, subject to applicable laws:

- Right to access their personal data
- Right to correct inaccurate or incomplete data
- Right to request deletion or restriction of processing (where applicable)
- Right to object to certain types of data processing
- Right to withdraw consent at any time (where applicable)
- Right to data portability (where feasible)
- 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.

12. REVISIONS TO THIS NOTICE

KARE reserves the right to update or revise this Student Data Protection Notice periodically to reflect changes in legal, regulatory, or institutional requirements.

The latest version will be made available through official institutional channels, and students are encouraged to review it regularly.

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

CONCLUSION

This Student Data Protection Notice reflects KARE's commitment to ensuring that personal data is handled with responsibility, transparency, and security, while supporting the academic and administrative needs of the institution.