

Privacy Policy

1. INTRODUCTION

Girija Devi Polytechnic College ("**GDPC**", "**College**", "**we**", "**us**", or "**our**") is committed to protecting the privacy and personal data of students, parents, guardians, applicants, alumni, and website visitors.

This Privacy Policy explains:

- ☒ What personal data we collect
- ☒ How and why we collect it
- ☒ How we use, store, and protect it
- ☒ Who we share it with
- ☒ Your rights regarding your data
- ☒ How you can contact us

By applying for admission, enrolling as a student, visiting our campus, or using our website, you consent to the practices described in this policy.

2. SCOPE OF THIS POLICY

This Privacy Policy applies to:

- Prospective students and admission applicants
- Enrolled students (current and former)
- Parents and legal guardians
- Alumni
- Website visitors and users of our digital platforms
- Participants in college events, surveys, and competitions

3. INFORMATION WE COLLECT

3.1 Personal Information (Provided by You)

We collect the following personal data:

Identity Data

Full name, date of birth, gender, Aadhar number, caste/category, domicile

Contact Data

Address, phone number, email ID, parent/guardian contact details

Academic Data

10th/12th marksheets, certificates, previous institution details, TC, character certificate

Financial Data

Family income, bank account details, BSCC loan information, fee payment records

Medical Data

Health conditions, fitness certificates, emergency contact medical info

Photographic Data

Passport photos, ID card photos, event photographs, video recordings

Biometric Data

Where applicable, for attendance or hostel access (with consent)

3.2 Information Collected Automatically (Website & Digital Platforms)

When you visit <https://gdpolytechniccollege.org>, we may collect:

- IP address and device information
- Browser type and version
- Pages visited and time spent
- Cookies and session data
- Enquiry form submissions (name, phone, email, message)

3.3 Sensitive Personal Data

In accordance with Indian law, the following are treated as **sensitive personal data** and given extra protection:

- Aadhar number
- Financial information (bank details, income, loan records)
- Medical/health information
- Caste/category certificates (where relevant for government schemes)

4. HOW WE COLLECT YOUR DATA

We collect data through:

- ✓ **Admission application forms** (online and offline)
- ✓ **Physical documents** submitted at the time of admission
- ✓ **BSCC application process** (with government/bank)
- ✓ **Attendance and examination records**
- ✓ **Placement registration and training programs**
- ✓ **College website enquiry and contact forms**
- ✓ **CCTV cameras** on campus for security purposes
- ✓ **Event photography and video recording**
- ✓ **WhatsApp groups and official communication**
- ✓ **Surveys, feedback forms, and competitions**

5. WHY WE COLLECT YOUR DATA (PURPOSE)

We use your personal data for the following legitimate purposes:

5.1 Academic & Administrative

- Processing admission and enrollment
- Maintaining academic records and attendance
- Conducting examinations and evaluations
- Issuing certificates, marksheets, and ID cards
- Communicating academic updates to students and parents

5.2 Financial & Scholarship

- Processing fee payments and refunds
- Facilitating **Bihar Student Credit Card (BSCC)** applications
- Verifying income for fee concessions and scholarships
- Maintaining financial transaction records

5.3 Placement & Career

- Registering students for campus placement
- Sharing student profiles with **recruiting companies**
- Conducting training (resume, interview, soft skills)
- Tracking placement outcomes

5.4 Safety & Security

- CCTV surveillance for campus safety
- Emergency contact and medical information
- Hostel security and access control
- Anti-ragging and disciplinary records

5.5 Communication & Promotion

- Sending college notices, updates, and alerts
- Sharing event photographs and videos on official platforms
- Promoting college achievements and student success stories
- Alumni engagement

6. SHARING & DISCLOSURE OF DATA

6.1 We DO NOT Sell Your Data

GDPC **does not sell, rent, or trade** any personal data to third parties for commercial gain.

6.2 Who We May Share Data With

Recipient Data Shared Purpose

Bihar Government / BSCC Department

Identity, income, academic, bank details
BSCC loan processing

Partner Banks (SBI, etc.)

Loan, income, bank, academic data
Loan approval & disbursement

Bihar State Board of Technical Education

Academic, identity data
Examination & certification

AICTE / Regulatory Bodies

Institutional & student data
Compliance & reporting

Recruiting Companies

Resume, academic, contact data
Campus placement

Law Enforcement / Courts

Any data as required

Legal compliance

6.3 Legal Disclosure

We may disclose your data if required by:

- A court order or legal process
- Government or regulatory authority
- To protect the safety, rights, or property of the college or others
- In connection with a merger, acquisition, or restructuring (with notice)

7. BSCC & THIRD-PARTY GOVERNMENT SCHEMES

For students availing the **Bihar Student Credit Card (BSCC)** scheme:

- Your data (identity, income, academic, bank) will be shared with the **Bihar Government BSCC portal** and the **sanctioning bank**.
- GDPC acts only as a **facilitator** and is not responsible for how the government or bank processes your data beyond our submission.
- Once submitted, the data is governed by the **Bihar Government's privacy policy** for BSCC, which is outside GDPC's control.
- We recommend reviewing the official BSCC portal's privacy terms before applying.

8. PLACEMENT DATA SHARING

For placement assistance:

- Students must **opt in** by registering with the Training & Placement Cell.
- Student resumes, academic records, and contact details are shared with **participating recruiters** during campus drives.

- Recruiters' use of your data is governed by **their own privacy policies**, not GDPC's.
- You may **withdraw** from placement data sharing by submitting a written request to the Placement Officer. However, this may affect your placement eligibility.

9. PHOTOGRAPHS, VIDEOS & MEDIA CONSENT

By enrolling at GDPC, you consent to:

- ☒ Being **photographed or recorded** during classes, labs, events, and campus activities
- ☒ The use of such media on the **college website, social media, brochures, and promotional materials**
- ☒ The college using your **name and program** alongside such media

To opt out: Parents/students may submit a written objection to the Principal's Office. However, general campus photographs where the student is not the primary focus may still be used.

10. DATA STORAGE & SECURITY

10.1 Storage

- Physical documents are stored in **locked cabinets** in authorized offices.
- Digital data is stored on **password-protected systems** and secure servers.
- CCTV footage is retained for a **maximum of 30 days** unless required for investigation.

10.2 Security Measures

We implement reasonable security measures including:

- ✓ Restricted access to personal data (role-based)
- ✓ Password protection and encryption where applicable
- ✓ Regular backups of academic and financial records
- ✓ CCTV surveillance in common areas
- ✓ Staff training on data confidentiality

10.3 Data Breach

In the unlikely event of a data breach that affects your personal data, we will:

- Notify affected individuals **within a reasonable time**
- Report to relevant authorities as required by law
- Take immediate steps to contain and remedy the breach

11. HOW TO EXERCISE YOUR RIGHTS

To access, correct, or delete your data, or to raise a privacy concern:

1. Submit a **written request** to the Principal's Office
2. Include your **name, enrollment number, and contact details**
3. Specify the **nature of the request**
4. The college will respond within **30 days**

Contact:

☎ Phone: +91 7369942877

✉ Email: gdpbihiya@gmail.com

12. COOKIES & WEBSITE TRACKING

Our website may use:

- **Essential cookies** for site functionality
- **Analytics cookies** to understand visitor behavior
- **Session cookies** for form submission

You can **disable cookies** through your browser settings. However, some features may not function properly.

We do **not** use cookies to collect sensitive personal data without your knowledge.

13. THIRD-PARTY LINKS

Our website may contain links to:

- Bihar Government BSCC portal
- Bihar State Board of Technical Education
- Recruiting company websites
- Social media platforms

We are **not responsible** for the privacy practices of these external sites. Please review their policies separately.

14. CHANGES TO THIS POLICY

- GDPC reserves the right to **update this Privacy Policy** at any time.
- Material changes will be notified via the **college website and notice board**.
- Continued use of college services after changes constitutes **acceptance of the updated policy**.

15. GOVERNING LAW

This Privacy Policy is governed by the laws of **India**, including:

- The Digital Personal Data Protection Act, 2023
- The Information Technology Act, 2000

16. CONTACT & GRIEVANCE OFFICER

Data Protection / Grievance Officer Girija Devi Polytechnic College

☎ +91 7369942877

✉ gdpbihiya@gmail.com

For any privacy-related concerns, please contact the Grievance Officer during office hours (Monday–Saturday, 10:00 AM – 5:00 PM).