



WEBSITE & DATA PRIVACY POLICY

This policy (together with our Terms & Conditions: and any other documents referred to in it) describes how we collect and use your personal data during your use of the Kautilya School of Public Policy website (www.kautilya.org.in) (the 'website') in accordance with the General Data Protection Regulation (GDPR) and related India data protection legislation. Other Kautilya School of Public Policy websites, for example, those operated by divisions, faculties, departments, or other units (these will be identified as www.name.kautilya.org.in or name.kautilya.org.in) may carry their own privacy policy or provide additional information relating to their activities, which will supersede or supplement this Privacy Policy.

A) Who is using your personal data?

Kautilya School of Public Policy is the "data controller" for the information that we collect when you visit the website. This means that we decide how to use it and are responsible for looking after it.

Access to your personal data within the Kautilya School of Public Policy will be provided to those staff who need to view it as part of their work in connection with the operation of the website. It will also be shared with third parties; in case any such situation arises.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We may update this policy at any time.

B) Glossary

Where we refer in this policy to your 'personal data', we mean any recorded information that is about you and from which you can be identified. It does not include data where your identity has been removed (anonymous data).

Where we refer to the 'processing' of your personal data, we mean anything that we do with that information, including collection, use, storage, disclosure, deletion, or retention.

C) Types of data we collect about you

We will automatically collect, store, and use the following categories of data when you browse and search our site if you have consented to our use of cookies:

- Technical information, for example, the type of device (and its unique device identifier) you use to access our site, the Internet protocol (IP) address used to connect your device to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system, mobile network information and platform; and information about your visit to our site including the full Uniform Resource Locators (URL), clickstream to, through and from the website (including date and time), pages you viewed, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

D) How do we use your data?

We process your data for purposes arising from your use of the website, for example, to ensure that we understand who uses our site and how our site is used and to improve our site and ensure it is secure. This processing occurs because it is necessary to meet our legitimate interests in operating and improving the website, analyzing its use, and ensuring its security.

We will only use your data for the purposes for which we collected it unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

E) Sharing your data with third parties

We may share your data with third parties who provide services on our behalf, such as those who help us to operate the website. All our third-party service providers are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

We may also share your personal data with third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our site terms of use or to protect the rights, property or safety of our site, our users, and others. Where your data is shared with third parties, we will seek to share the minimum amount necessary.

F) Where do we store or use your data?

We may store data collected by the website manually or electronically. The data is stored on our secure servers and/or in our premises within India. Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data transmitted to the website and any transmission is at your own risk.

G) Third-party websites

Our site contains links to and from various third-party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

H) Retaining your data

We will only retain your data for as long as we need it to fulfill our purposes, including any relating to legal, accounting, or reporting requirements.

I) Your rights

Under certain circumstances, by law, you have the right to:

- Request access to your data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- Request correction of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.

- Request erasure of your data. This enables you to ask us to delete or remove your data under certain circumstances, for example, if you consider that there is no good reason for us continuing to process it.
- You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to processing of your data where we are relying on our legitimate interests (or those of a third party) and there is something about your particular situation that makes you want to object to processing on this ground.
- Request the restriction of processing of your data. This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your data to another party.
- Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfill our legal obligations if we were to stop.
- If you are dissatisfied with the way we have used your information, you should contact the Kautilya School of Public Policy's Information Grievances Team at grievances@kautilya.org.in. We will seek to deal with your request without undue delay.
- Please note that we may keep a record of your communications to help us resolve any issues that you raise.

J) Cookies

Our site uses cookies to distinguish you from other users of our site. This helps us to provide you with a good experience when you browse our site and also allows us to improve our site.

K) Changes to this policy

Any changes we may make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

Contact

If you wish to raise any queries or concerns about this privacy policy please contact the Admissions Office by email at admissions@kautilya.org.in or by post at Kautilya School of Public Policy, GITAM (Deemed To Be University), Rudraram Village, Hyderabad, Telangana. PIN CODE: 502329

Google Maps Navigation: <https://goo.gl/maps/1qK8jywBGcfTvJvb8>

Version: KSPP/DPPolicy/2023/001 <> **Release Date:** 13 October'23 <> **Next Revision Date:** 12 Oct.'24