



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') by 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 we collect when you visit the website. This means we decide how to use it and are responsible for looking after it.

You will be given access to your personal data within the Kautilya School of Public Policy to those staff who need to view it as part of their work in connection with the website's operation. It will also be shared with third parties if 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 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 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 it is used, to improve our site, and to ensure it is secure. This processing occurs because it must 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 we collected it unless we consider that we need to use it for another related reason. 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 must take appropriate security measures to protect your data according to our policies. We do not allow them to use your data for their purposes. We will enable them to process your data only for specified purposes and by our instructions.

We may also share your personal data with third parties if we are under a duty to disclose or share your data to comply with any legal obligation, 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 our India premises. 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 they 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 fulfil 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 rely on our legitimate interests (or those of a third party), and something about your particular situation 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 fulfil our legal obligations if we were to stop.
- If you are dissatisfied with how we have used your information, contact the Kautilya School of Public Policy's Information Grievances Team at greviances@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 you raise.

J) Cookies

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

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 for 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>
