

1. About Plaksha University

Plaksha University is committed to protecting the privacy, confidentiality and accuracy of personally identifiable information in accordance with the Law. In accordance with this we have created this policy in order to demonstrate our privacy commitment to its users. Other than as required by laws that authorise public access to certain types of information, or in response to court orders and/or legal instruments that authorise disclosure, the University shall not part with any personally identifiable information without your permission.

This policy applies to any information collected through visits to <https://plaksha.org/>, information gathered through the University logins by students, faculties and other staff of the university and any other incidental information that flows from these activities and by using the Mobile Application (Vaani), which the University pledges to protect. This policy also covers our treatment of any personally identifiable information that third parties share with us. The University's website provides links to other websites. When you leave the website (<https://plaksha.org/>), you will be visiting sites that are beyond our control. These other sites may send their own cookies to users, collect data, or solicit personal information. The privacy policies and procedures described for this University do not extend to any external links that are provided on the website (<https://plaksha.org/>) and to the practices of organizations that we do not own or control, or to people that we do not employ or manage. If you are located in the State of California then please view our privacy notice for California residents.

The location and Postal address of Plaksha University is Alpha, Sector 101, IT City Rd, Sahibzada Ajit Singh Nagar, Punjab 140306. Any questions you might have can be emailed to info@plaksha.org

2. What personal data do we process?

We limit the collection, use, disclosure or storage of information to that which reasonably serves the University's academic, research, or administrative functions, or other legally required purposes. We collect personally identifiable information when you register on our website or Mobile Application, when you use our services, and when you visit our pages. We may also receive personally identifiable information from third parties.

When you register with us, we ask for your name, email address, zip code, occupation, industry, and personal interests. Once you register with us and sign in to our services, you are not anonymous to us.

We use this information for:

- Customizing the content you see;
- Fulfilling your requests for certain services;
- Contacting you with regard to our services.

We also automatically receive and record information on our server logs from your browser including your IP address, cookie information and the page you requested. This information is not linked to your account and will not be used to identify you.

**For Residents of California: Privacy Policy applicable to them can be accessed [here](#)*

3. For what purposes do we process personal data?

We process personal data for the purposes of our service provision, within the framework of education and research, and in order to comply with statutory obligations.

Personal data supplied by students (or prospective students) is processed for the following purposes:

- registration for the purposes of education;
- to provide education (including online education) and organize examinations (including online examinations);
- administrative purposes, to enable courses to be attended and the payments for these to be collected;
- to process requests for information about study programs or publications;
- to provide study choice support;
- to monitor study progress;
- to provide study counselling;
- information purposes;
- to provide (more detailed) updates on current developments, conferences, seminars, etc.;
- to email newsletters, invitations to participate in (student) surveys, information on your student account, your study status and other (necessary) information from the University;
- to prevent and investigate suspected plagiarism and fraud and to take measures (including legal measures) if a violations are confirmed;
- the continuous improvement of the quality and accessibility of teaching by, among other things, conducting (statistical) research and carrying out and processing surveys and their results; and
- the recommendation for a membership, prize or nominations,

The personal data supplied by visitors to our websites is processed for the following purposes:

- to compile user statistics;
- to promote security and improvement of our websites; and
- to improve our services.

Within the compass of surveys or academic research, personal data is processed for the purposes of the survey or study concerned. Further information on the way in which personal data is processed will accompany the survey or study concerned.

4. Grounds for processing personal data

In order to be allowed to process your personal data, there must be a legitimate basis for doing so. In the case of Plaksha University this legitimate basis will be – depending on the type of personal data concerned – performance of an agreement, a legal obligation, a legitimate interest or consent. If you do not provide certain personal data, you may not be allowed to attend any course of education, conduct research or benefit from all website/Mobile Application functionality.

Agreement

We need to process personal data for the purposes of fulfilling certain contractual obligations. Examples include processing personal data in connection with agreements between the University and a contract student, or in connection with an authorization to collect tuition fees.

Legal obligations

We need to process (and, in particular, save or hand over) certain personal data during the course of investigations and lawsuits.

Legitimate interest

We have an interest in being in a position to carry out certain surveys or research, to safeguard the quality of education and to provide information. On the grounds of these interests, we will process your personal data unless your privacy interests outweigh our interests. For that reason, we sometimes carry out surveys in the public domain with personal data being processed, carry out student satisfaction surveys and keep a record of your use of the website.

Consent

If none of the aforementioned bases for processing apply, then we will request your consent to process certain personal data. An example of a situation for which we could ask for your consent is issuing your personal data to a university abroad, within the compass of an exchange project. You are free to withdraw your consent at any time.

5. To whom does Plaksha University issue personal data?

The starting point is that your personal data are only used by Plaksha University. In a number of cases, we do share your personal data with other parties.

These other parties can be divided into the following categories.

Government agencies

Sometimes we are required by law or a court forces us to share personal information with other government agencies. Examples Court Orders or during investigations. The University is careful in providing personal data and only provides those personal data to which it is legally obliged.

Other educational and research institutions

The University can share your personal data with other educational and research institutions when this is necessary for providing education or doing scientific research. For example, when a study program is

carried out in collaboration with another institution, an exchange programme and collaborations in the context of education.

Third parties

Finally, the University shares personal data with third parties to support the performance of its duties. For example a software supplier, an administration office or other service providers who need personal data to deliver their services etc.

6. Policy for Children

We ensure that we do not collect personal information of children under 16. If knowingly or unknowingly, some child under 16 has given us personal information, we will connect with Parent for consent or delete that information. If you want to inform us about such a happening, please write to us at info@plaksha.org.

7. Processing personal data

The University will endeavour to process your data safely with authentic data processors which are highly secure and in compliance with the rules and regulations set in the EU GDPR regulation act 2018 for a variety of work.

8. Your rights with regard to personal data

You are entitled, under certain circumstances, to access any personal data processed by us or to have it corrected or deleted or restrict its processing. Sometimes you can also lodge an objection or request a transfer of your personal data. To submit a request to us in this respect, please contact us by sending an email to info@plaksha.org. If in doubt about your identity, we are entitled to ask you to provide proof of your identity first.

Access and correction

If you wish to know whether we are processing your personal data or would like to amend your personal data, please get in touch with us.

Erasure

Under certain circumstances, you can get your personal data erased. We will assess whether it is possible to implement such a request: in some cases we will have to retain your personal data, e.g. to comply with a statutory obligation, to facilitate education or (as a one-off action) to see to it that you will no longer receive messages from us.

Restriction

You are entitled to contact us with a request to restrict the processing of your data if you think that your personal data is incorrect, the processing of it is unlawful, you require it for legal action or you have objected to it being processed.

Objection

if we process your personal data on the basis of a legitimate interest, then you can object to further use of your personal data on the grounds of your specific reasons.

Objection to receiving messages

If you no longer wish to receive email messages or any other electronic messages from us, then you can deregister for these by clicking on the unsubscribe button in an email message received from us. You can also deregister by contacting us.

9. How do we secure your personal data?

We have taken appropriate technical and organizational measures to prevent loss or unlawful processing of personal data. For example, your personal data can only be viewed by staff authorized to view it on the grounds of their role.

10. How long do we keep your personal data?

We will not keep your personal data for longer than is necessary for the purposes for which we use it. We are required by law to keep some data for a certain period of time.

For example, it could be that after you have completed a course of study we have to keep certain personal data for administrative purposes or due to a legal obligation. Wherever possible, we will keep your personal data anonymous to the fullest extent possible.

11. Questions and complaints (Data Protection Officer)

If you have any questions on the way in which we process your personal data, please let us know by sending an email to info@plaksha.org. We will be happy to help. If you believe that your personal data is being processed in breach of the law, you can submit a complaint to the Data Protection Officer appointed by the University by sending an email to info@plaksha.org.