

POLICY GUIDELINES FOR PRIVACY AND DISCLOSURE OF INFORMATION

With an objective to protect the personal information of Faculty, Students & Staff of the University, hereby notifies these Guidelines.

1.1 Short Title and Application

1.2 These Guidelines may be called Privacy and Disclosure of Information Guidelines.

1.3 These Guidelines shall apply to all members of the University community, including, but not limited to students, employees, former employees, third parties, and members of committees who have access to records under the custody and control of Institution and its campuses from date of notification.

2.0 Objective

The objective of this guideline is to protect the personal information of Faculty, Students & Staff of the university.

This Privacy Policy is designed to provide information regarding how we collect, use and disclose information.

3.0 Preamble

Respecting and protecting the privacy of faculty, students & staff is vital to the University. Keeping the information safe & secure is one of the priorities. The mutual trust and freedom of thought and expression essential to a University rest on a confidence that privacy will be respected. While the organizations collecting and having custody of personal information are immediately responsible for its protection, the ultimate protection comes from a community-wide awareness of the importance of personal privacy in our society and the many ways it can be eroded.

4.1 Introduction

Recognizing that specific items of information about current (as well as former) individual students, faculty, and staff must be maintained for educational, research, and other institutional purposes, it is the University policy that such information be collected, maintained, and used by the University only for appropriate, necessary, and clearly defined purposes, and that such information be controlled and safeguarded in order to ensure the protection of personal privacy to the extent permitted by law.

Persons with responsibility for records containing personal information should exercise care to ensure accuracy and completeness. All the constituent institutions and departments are responsible for protecting personal information against accidental or intentional misuse or improper disclosure within or outside the University.

4.2 Use of Personal Information

When a member of the University is asked by an office or individual to provide information about any faculty, student or staff, that person should be informed regarding the concern purposes for which it will be used and the consequences, if any, of not supplying it. Such information should not be used or exchanged within or outside the University.

4.3 Retention and Continuing Access to Information

4.3.1 All related information (in paper and electronic formats) must be retained for appropriate periods of time and must be maintained to ensure both security and future needs. The appropriate authority must be consulted with the Institute Archivist to receive advice about the retention of records, and permission to destroy any record.

4.3.2 No educational record may be destroyed if there is an outstanding request to inspect or review it. After a faculty, student or staff leaves AUUP, relevant information may be retained in academic and administrative offices. Access to these records is governed by Amity policy. When a faculty, student or staff dies while recruited / enrolled at the Institute/university, Amity's normal use of that record for internal and external purposes will continue in accordance with the provisions of this policy.

4.3.3 All other requests for access from individuals outside of Amity will be referred to the family or legal representative of the deceased faculty, student or staff for a period of ten years following the death.

4.4 Disclosure of Information

4.4.1 Personal information, other than directory information about faculty, student and staff, should not be released to anyone within or outside the University without the permission of the individual to whom the information relates, except in connection with court orders or other legal process, in cases where such release would be clearly expected (employment references, award nominations, etc.), or for other legitimate relevant needs. In the case of such other legitimate relevant needs, disclosure is permitted only with approval of the Head of the Institution / Department or his or her designee

4.4.2 A number of academic disciplines have long-standing traditions of public disclosure of student work (e.g., products of design studios, collaborative/team class work, and graduate research results and reports). The provisions in this Policy are not intended to constrain the educational processes of these fields. However, schools, academic departments, laboratories, and centers that have such traditions should bring to their students' attention in advance the kinds of academic work of the students that will be made publicly available. Similarly, individual faculty members who use public disclosure of student work as part of the educational process in specific courses should make that fact known in advance to students who enroll in their class, if students have not been informed of the practice at the departmental or other broader level.

4.4.3 Included among the professionals whose responsibilities constitute a "legitimate need to know" are those Amity officials who, as part of their administrative responsibilities carry out institutional research: the analysis of data, including information about faculty / student / staff that supports the evaluation of educational programmes and more broadly, the planning and decision-making by the Amity faculty and staff. Institutional research also encompasses the reporting and analysis required by government and other outside agencies. Amity may participate in other independent and governmental studies that are not encompassed in the above definition if approved in advance by the Chancellor, and Vice Chancellor.

Recognizing the legitimate nature of this work, it is also understood that research protocols must ensure the privacy of the subjects of this research and that the research must be in compliance with regulations. Offices engaged in ongoing institutional research efforts will operate under agreed upon protocols that will be maintained and be made available on request.

4.4.4 The University may disclose information about faculty / student / staff, as permitted by law. The University may provide the information to third parties without the consent of concern faculty / student / staff such as:

- To Regulatory / Statutory authorities and Law Enforcement Officials
- To Accrediting / Ranking / Benchmarking Agencies.
- To protect against or prevent actual or potential fraud, unauthorized transactions, claims or any their liability, etc.
- In connection with proposed or actual sale, merger or transfer of all or a portion or an operating unit etc. of the University.

4.5 Maintaining a record of disclosures

Information about all disclosures of records containing faculty / student / Staff information, including the identity and legitimate interest of the party to whom disclosure was made, must be maintained as part of the faculty's / student's / Staff's record, with the following exceptions:

- Releases of directory information,
- Releases of information made to the faculty / student / Staff or with her or his written permission,
- Releases of information in the case of grand jury or law enforcement subpoenas when a court orders that there be no disclosure of the request

5.1 INFORMATION TECHNOLOGY - THE USE OF TECHNOLOGY TO TRANSMIT INFORMATION

5.2 Electronic communication has transformed both academic and administrative activities and will continue to facilitate greater communication among faculty, students, and staff. While there are obvious benefits inherent in the technology, precautions must be taken to protect personal privacy and the confidentiality of the information. All members of the Amity community are expected to abide by Amity policies on the use of information technologies.

5.3 Faculty, staff and students must recognize that although there is an expectation of privacy, unencrypted email is not a secure means of transmitting information. This policy makes it clear that the unauthorized interception of email is a serious offense. In light of those legal and policy rules, this policy does not prohibit information from being transmitted by email. However, caution must be exercised about the content of messages and the access to email files and machines in which confidential information resides.

5.4 Faculty, staff and students must exercise caution in posting directory and other information to a web page that is accessible to Amity and/or to the public. Faculty / Student / staff have the right to withhold directory and other information from public distribution. Faculty / Student / staff must receive permission from the concern to post personal information and identification photographs to web pages.

6.0 POLICY OVERSIGHT

This Policy will be continuously assessed against new technologies, educational practices and various other relevant needs.

Following will be used to oversee and monitor this policy:

The Committee on Information Policy as an advisory committee to the Chancellor / Vice Chancellor, the Dean for Student Welfare and the Registrar.

7.0 THE COMMITTEE ON INFORMATION POLICY

The Committee on Information Policy will be co-chaired by the Registrar and a member of the faculty. The membership of the committee will include students, faculty, and staff, including staff from the Chancellor's Office / Vice Chancellor's Office, Information Systems, and an Academic Administrator. The purpose of the committee is to advise the Chancellor / Vice Chancellor, who will:

- Oversee the implementation of this policy, including establishing processes that are needed to facilitate the implementation
- Interpret the policy, resolve disputes, and respond to questions as they arise
- Hear faculty / student / staff complaints
- Review and update on this policy can be done as needed and recommended by the concern Head of the Institution / Department, Dean, Pro Vice Chancellor. The same is to be approved by Chancellor / Vice Chancellor for final updation.

8.0 COURT ORDERS AND OTHER LEGAL PROCESSES

In the case of court orders or other legal process that require release of information about a current member of the University, that individual should ordinarily be notified of the request as soon as possible, e.g. in the case of sexual assaults, Indian law requires that people who allege they were the victims of such assaults be informed of the outcome of any disciplinary proceedings related to their accusations.

Notification will not be made, however, where such notification is specifically prohibited by the law or where the request for information asks for nondisclosure. The requested information should be released only by an authorized officer of the University after consultation with the Chancellor / Vice Chancellor.