



Shri Balasaheb Mane Shikshan Prasarak Mandal's
ASHOKRAO MANE GROUP OF INSTITUTIONS

An Autonomous Institute

Address : Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist. Kolhapur - 416 112 (Maharashtra)

Mobile No.: 9767541111 **Email :** director@amgoi.edu.in **Website :** www.amgoi.edu.in

Approved by : AICTE, New Delhi No. F-No. MS (NewInt) 2009 / 08, Higher & Technical Education Department, Govt. of Maharashtra, Directorate of Technical Education, Mumbai. **Affiliated to :** Dr. Babasaheb Ambedkar Technological University, Lonere - Raigad. (B.Tech. & M.Tech. Programs), Shivaji University, Kolhapur. (MBA Program).

Accredited by NAAC

Founder President
Late Shri. Ashokrao Mane

President
Hon. Shri. Vijaysinh A. Mane

Ref. No. :

Date :

Digital Personal Data Protection (DPDP) Act, 2023 – Institutional Policy

Approved under the Digital Personal Data Protection Act, 2023 (India)

1. Purpose

This policy ensures compliance with the Digital Personal Data Protection (DPDP) Act, 2023 and establishes a framework for lawful, fair, and transparent processing of personal data by the Institution.

2. Scope

This policy applies to:

- The Institution, its management, faculty, staff, students, contractors, and service providers
- All personal data processed digitally or digitized form
- All IT systems, websites, portals, LMS, ERP, email systems, and cloud services

3. Definitions

Personal Data, Data Principal, Data Fiduciary, Data Processor, Consent, Significant Data Fiduciary (SDF) as defined under DPDP Act, 2023.

4. Principles of Data Protection

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimization
- Accuracy
- Storage limitation
- Security safeguards
- Accountability

5. Lawful Basis for Processing

Processing shall occur only with valid consent or legitimate use permitted under DPDP Act.

6. Consent Management

- Clear and plain language consent
- Withdrawal mechanism
- Record maintenance
- Parental consent for children

7. Rights of Data Principals

- Access information
- Correction and erasure
- Withdraw consent
- Grievance redressal
- Nomination facility

8. Obligations of Institution (Data Fiduciary)

- Implement security safeguards
- Ensure data accuracy
- Breach notification
- Vendor compliance agreements
- Appoint DPO / Grievance Officer

9. Data Security Measures

- Role-based access
- Encryption
- Secure backups
- Regular audits
- Incident monitoring

10. Data Retention & Disposal

- Retention only for lawful purpose
- Secure deletion or anonymization

11. Data Sharing & Third Parties

- Need-to-know basis
- DPDP-compliant contracts
- Cross-border transfer compliance

12. Grievance Redressal Mechanism

Grievance Officer / DPO Details:

Name: Mr. Rahul B. Bodake

Designation: Registrar

Email: rbbodake@gmail.com, registrar@amgoi.edu.in

Contact No: 9158992027

13. Data Breach Management

- Immediate reporting
- Impact assessment
- Notification to authorities and individuals

14. Roles & Responsibilities

- Management – Oversight
- Principal – Policy enforcement
- IT Head – Technical security
- DPO – Compliance & grievance handling
- Users – Responsible data usage

15. Awareness & Training

Periodic training programs for faculty, staff, and students.

16. Penalties & Disciplinary Action

Non-compliance may attract disciplinary action and statutory penalties.

17. Policy Review

Reviewed annually or as per regulatory changes.

Approved By:



Director
Dr. Mrs. S. R. Chougule
DIRECTOR
Shri Balasaheb Mane Shikshan Prasarak Mandal's
Ashokrao Mane Group Of Institutions
Vathar Tarf Vadgaon, Tal. Hatkanangale
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Campus Director
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