

EG Privacy Policy

Overview

The institute uses the e-Governance (EG) System to automate its academic and administrative processes. EG stores a significant amount of personal and official data of users. Poor practices at the end user level may result in data compromise or the loss of personal information. All users are responsible for taking the appropriate steps to review and secure their data within the application, as outlined below.

Purpose

This policy is meant to help you understand what information we collect, why we collect it, share information, and how you can update and manage your information.

Scope

The scope of this policy includes all users who have or are responsible for an account on the e-Governance system or have access to its portals.

Policy

- In this privacy policy, the term "Personal Information" refers to any information from which the account holder's identity is apparent or can be reasonably ascertained.
- Generally, this application, while being used, does not collect personal information. However, for government service records, regulatory compliance, and administrative purposes, the following information is collected and stored in the application:
 - Name, gender, PAN (for remuneration), Aadhar number (service, scholarships), PRAN (for NPS), date of birth, marital status, family details (for LTC members and medical dependents), hometown (for LTC), present and permanent addresses (for communication), personal email id, mobile number, emergency contacts (for necessary communication, OTP), previous government or industry service details and experience, educational qualifications, medical records for employee and dependents, passport number (Ex-India leave), contributions to the institute, etc.
 - This information is collected upon joining the institute or when people submit this information to offices for attestation or reimbursement.
- This application records your visits and logs the following information for statistical purposes:
 - The date and time of accessing the site; the pages accessed; the IP address accessed, etc.
 - We will not identify people or their activities except when a law enforcement agency may exercise a warrant to inspect the application or service provider's logs.
- EG does not track the location information. If a browser application asks for a location, one may disable or block it.

- This web application uses cookies for session management. A cookie is a piece of software code that an internet website sends to the browser when people access information at the site.
- Email address and mobile number will not be used for other purposes than to contact and communicate with people.
- For most administrative requirements, Information stored in the application will be used and will not be asked through other means such as email or forms. People are advised to keep their information updated, which is necessary for communication, career progression, and contribution to various services.
- As an account holder, one must not share any information about other people (accessible on EG) without the explicit approval of the competent authority. This is necessary to protect our information individually and collectively.
- Bulk information extraction and sharing through external means such as email or other communication channels is prohibited.
- The Institute reserves the right to the overall design, workflows provisioned, and innovations done within the application.
- The application does not endorse any third-party service provider whose link may be available in the application.
- Users are encouraged to report bugs or technical issues related to applications in workflows with a screen capture.

Enforcement

- It is the responsibility of the end user (individually) and offices (collectively) to ensure the enforcement of the above policies.
- If one believes their privacy or personal data may have been compromised, such incidents should be reported to the institute and/or the concerned offices.