Policy on the Collection of Personal Data from Students
University of Colombo School of Computing

1. **Purpose**

   The University of Colombo School of Computing [UCSC] is committed to protecting the privacy and security of personal data collected from students. This policy outlines the principles governing the collection, use, and safeguarding of such information.

2. **Scope**

   This policy applies to all personal data collected by the UCSC, including but not limited to personal, financial, medical, and academic records of students.

3. **Data Collection and Use**

   Personal data is collected only for legitimate academic, administrative, or legal purposes. The UCSC ensures that data collection is conducted transparently and in compliance with relevant laws and institutional policies.

4. **Data Protection and Security**

   All personal data is securely stored and protected against unauthorized access, use, or disclosure. The UCSC employs industry-standard security measures to safeguard personal information.

5. **Data Access and Sharing**

   Access to personal data is restricted to authorized personnel who require it to fulfill their official duties. The UCSC does not share personal data with third parties without explicit consent, except where required by law.

6. **Data Retention and Disposal**

   Personal data will be retained only for as long as necessary to fulfill the original purpose for which it was collected, in accordance with university policies and applicable legal requirements. Once the data is no longer required, it will be securely disposed of through appropriate means, such as secure deletion, anonymization, or physical destruction, to prevent unauthorized access or misuse.

7. **Rights of Data Subjects**

   Individuals have the right to access, update, or request the deletion of their personal data, subject to applicable regulations and institutional policies. Requests can be submitted to the Director/ UCSC.

8. **Contact Information**

   For inquiries regarding this policy or concerns about data privacy, please contact the Director/ UCSC at director@ucsc.cmb.ac.lk .