

Privacy Policy for Students

1. Introduction

The websites value your privacy and is committed to protecting your personal data. This policy outlines how we collect, use, store and protect the information provided by students who contribute articles, essays and images to the university magazine.

2. Information We Collect

When submitting content, we may collect the following information:

- **Personal Details:** Name, student ID, email address, and faculty.
- **Submission Data:** Articles, images, and related files uploaded for publication.
- **Communication Data:** Messages and feedback exchanged between students and Faculty Marketing Coordinators.

3. Purpose of Data Collection

We collect and process student data to:

- Facilitate the submission, review, and publication process.
- Enable Faculty Marketing Coordinators to provide feedback and select contributions.
- Notify students about submission status and updates.
- Maintain a secure and organized digital archive of student contributions.

4. Data Security and Protection

- Student data is stored securely and is only accessible to authorized users.
- Contributions can only be accessed by the student who submitted them and their respective Faculty's Marketing Coordinator.
- The system uses encryption and role-based access control to protect personal data.

5. Data Sharing

We do not share or sell student data to third parties. However, selected contributions may be published in the university magazine, on the official website, or shared on social media with proper credit to the authors.

6. Retention Period

- Contributions and personal data will be stored for the academic year and archived for future reference.
- Students may request the removal of their unpublished contributions by contacting the system administrator.

7. Rights of Students

Students have the right to:

- Access their submitted content.
- Request corrections or withdrawal of unpublished contributions.
- Students must submit their contributions within 14 days. After 14 days, they will not be allowed to submit or edit.
- Obtain information on how their data is processed.

8. Acceptance of Policy

By submitting content, students agree to this Privacy Policy. Any concerns or inquiries regarding data privacy can be addressed to the university administration.

-----THANK YOU-----