



Privacy Security Policy

Anodiam

August - 2023



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N-1/25 Patuli, Kolkata 700094



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Approval & Review:

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Purpose:

This document outlines the digital and physical privacy and security policy guidelines of individual stakeholders, managers, students, teachers and parents at Anodiam.



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Scope:

Scope of this document covers following two major aspects

1. Digital/data privacy & security of each individual stakeholder of Anodiam.
2. Physical/personal level privacy & security of each individual stakeholder of Anodiam.
3. Digital/data privacy & security of Anodiam's data & intellectual properties.



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Policy Document:

All stakeholders at all times should protect all intellectual properties, educational, financial and personal information of themselves and all other stakeholders of Anodiam.

- All individual payout related information is confidential. Stakeholders and teachers are not allowed to share such information with others at any time. Any violation will lead to immediate termination of contract.
- All study materials or educational contents at Anodiam, created by the individual in question or otherwise, are subject to copyright protection. Stakeholders are not allowed to distribute, copy, sell or utilize by any means, for their personal benefit or otherwise, any such content in full or part. Any violation will lead to immediate termination of contract and strict legal action.
- Stakeholders are not allowed to share any personal information including contact numbers, photographs, names or any details about any other stakeholder of Anodiam or any of its organizational information with any external parties at any time for personal benefit or otherwise.
- All content created by the teachers for Anodiam must be free from plagiarizing. Anodiam will not take any responsibility for copyright violations or piracy of content by any specific stakeholder from any third parties.
- Data is of utmost importance to us at Anodiam. Strict legal actions will be taken against any deliberate attempt or irresponsible slipup towards data theft or data leakage.
- Our facilities are completely covered under CCTV surveillance. The footage will be preserved for a considerable amount of time and will be handed over to legal authorities as evidence for any untoward event or offense.
- Our building has proper signage and stakeholders are expected to abide by all of them. Disregarding signage may result in a punishable offense.
- Indulging in any immoral or sexually explicit activity is strictly prohibited and will result in immediate disciplinary action including cancelation of this contract.
- Any loud, irresponsible or reckless behavior of any nature will not be accepted. It may lead to strict actions including immediate cancellation of this contract.
- At Anodiam, we practice zero tolerance for threats and disruptive behavior! All violent and threatful actions and behavior will be reported to police under section 504 of Indian Penal Code, 1860.
- Following emergency phone numbers will be on display at strategic positions throughout the institution building:
 - Lal Bazar: 033 2214 3230/3024
 - Patuli PS (L): 629 225 8606
 - (M): 8100976502
 - Patuli Fire Station: 033 2436 0685
 - Rai Ambulance: 94320 59771
 - Child Help Line: 1098
 - Women Help Line: 1091
 - Emergency Response: 112



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- **Mandatory Electronic Money Handling:** No payments can be made in cash. Money is handled strictly electronically at Anodiam for safety, security and sanity purposes.



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Roles & Responsibilities:

The above policies are mandated for all stakeholders of Anodiam.




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Terms & Definitions:



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