# **Privacy Policy**

**Last Updated:** 13/09/2024

#### Introduction

Welcome to the official website of Karnataka (Govt.) Polytechnic, Mangalore (KPT Mangalore). We value your privacy and are committed to protecting your personal information. This Privacy Policy outlines how we collect, use, and safeguard the data you provide when using our website or interacting with our services.

#### **Information We Collect**

#### 1. Personal Information:

- **Student Information:** Name, registration number, department, contact details (email, phone), and academic records.
- **Visitor Information:** Name, email address, and other contact details when you interact with us through forms or email.

### 2. Non-Personal Information:

 Website Usage: IP addresses, browser types, pages visited, and other usage data collected through cookies and similar technologies.

### **How We Use Your Information**

### 1. For Academic and Administrative Purposes:

- o Managing student records, including academic progress and placement activities.
- Communicating important information regarding admissions, academic events, and institutional updates.

## 2. To Enhance Your Experience:

- o Improving our website and services based on user feedback and usage patterns.
- o Providing relevant information and updates about our programs and activities.

## 3. For Legal and Compliance Needs:

- Complying with educational regulations and institutional policies.
- o Protecting the rights and safety of our students and staff.

### **Disclosure of Your Information**

## 1. Internal Use:

Your information may be accessed by authorized personnel within KPT
 Mangalore for academic and administrative purposes.

## 2. Third-Party Service Providers:

 We may share your information with external service providers who assist us in operating our website or conducting college-related activities. These providers are bound by confidentiality agreements.

# 3. Legal Requirements:

 We may disclose your information to comply with legal requirements or to protect the rights and safety of our institution and its members.

## **Cookies and Tracking Technologies**

#### 1. Cookies:

 Our website uses cookies to enhance your browsing experience and analyze website traffic. Cookies help us remember your preferences and improve our website's functionality.

# 2. Managing Cookies:

 You can manage cookies through your browser settings. Note that disabling cookies may affect the performance of our website.

## **Data Security**

#### 1. Protective Measures:

 We implement reasonable security measures to safeguard your information against unauthorized access, alteration, or misuse.

### 2. Data Retention:

 We retain personal information only for as long as necessary to fulfill the purposes for which it was collected or as required by law.

## **Your Rights**

#### 1. Access and Correction:

 You have the right to access and update your personal information. Contact us if you need to make changes.

### 2. Data Deletion:

 You may request the deletion of your personal information, subject to legal and institutional requirements.

# 3. Opt-Out:

 You can opt-out of receiving promotional communications from us by following the instructions provided in those communications.

# **Changes to This Privacy Policy**

# 1. Policy Updates:

 We may update this Privacy Policy periodically. The updated policy will be posted on our website with the effective date.

## 2. Notification:

 Significant changes will be communicated through our website or directly to affected individuals.

### **Contact Us**

If you have any questions or concerns about this Privacy Policy, please contact us:

- Email: kptmng@gmail.com
- **Phone:** (0824) 3516910, (0824) 3542476
- Address: Karnataka (Govt.) Polytechnic, Mangalore, Kadri Hills, Mangalore,
  Dakshina Kannada, Karnataka 575004