



### Data Protection Policy 2023

This policy sets out how The Rajkumar College, Rajkot will manage its data protection responsibilities towards staff and members of the public.

We take our responsibilities as a data controller seriously and are committed to using the personal data we hold in accordance with the law.

1. This policy applies to:

- current students, and prospective students,
- their parents, teachers, caretakers or guardians (referred to in this policy as “parents”); and
- visitors to the school who may supply us with their personal data.

2. This policy is intended to provide information about how the school will use (or "process") personal data about individuals.

This information is provided because individuals have the right to understand how their data is used. Parents/ teachers/ caretakers or guardians are encouraged to read this policy and understand the school’s obligations to its entire community.

This policy applies alongside any other information the school may provide about a particular use of personal data, for example when collecting data via an online or paper form.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and other individuals providing a service) should also be aware of and comply with the School's Data Protection Policy 2023.

3. The School’s Compliance Officer is responsible for data protection within the school and will deal with all your requests and enquiries concerning the school’s uses of your personal data and endeavour to ensure that personal data is processed in compliance with this notice and Data Protection Law (see 14 below). The Compliance Officer’s contact details are:

Name: Mr Sudhansu Swar

Email: sudhansu@rkcrakot.in

Contact number: +91 9687656412



4. For proper functioning and administration of the School, the School needs to process a wide range of personal data about individuals as part of our daily operation. Some of this activity will be needed to carry out in order to fulfil our legal rights, duties or obligations. Other uses of personal data will be made in accordance with the school's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.

Personal data means data which relates to a living individual who can be identified:

- from that data; or
- from that data and other information which is in the possession of the data controller, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

It includes:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- bank details and other financial information, e.g. about parents who have to pay fees to the School.
- where appropriate, information about individuals' health, including pupils' physical and mental health and about any family circumstances that might affect student's welfare, and contact details for their next of kin;
- correspondence with and concerned stakeholders.
- images of stakeholders engaging in different activities, and images captured by the School's CCTV system; and
- car registration details (of those individuals who use our car parking facilities).

We may also store information about you using cookies (files which are sent by us to your computer or other access device) which we can access when you visit our school websites in future. This enables us to understand how the site is used and to make improvements.

Special Category Data includes data about a person's

- genetics;
- sex life; or
- sexual orientation.
- racial or ethnic origin;



- political opinions;
- religious or similar beliefs;
- trade-union membership;
- physical or mental health or condition;
- there is also a separate category of data relating to criminal convictions.

All staff members and stakeholders are expected to:

- acquaint themselves with, and abide by, the Data Protection Principles;
  - read and understand this policy document;
  - understand what is meant by 'personal' and 'special category' data, and to know how to handle such data.
  - Contact the Security in Charge, Mr Ambikapratapsinh Jadeja (+91 8452984784), if a breach of security is suspected.
5. The Rajkumar College, Rajkot will not use data in ways that have unjustified adverse effects on the individuals concerned and does not do anything unlawful with the data.
  6. The personal data collected by The Rajkumar College, Rajkot will be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.
  7. The Rajkumar College, Rajkot will only collect personal data when it has legitimate interest as a basis for collecting and using personal data, such as, but not limited to the student's education/ staff's employment at the Rajkumar College, Rajkot.
  8. The Rajkumar College, Rajkot will only collect personal/special category data in line with two specified lawful purposes and this data is not further processed in any manner incompatible with those purposes, which are:
    - where data processing is necessary for the performance of a contract to which the data subject is party (for web access as a School);
    - where the data subject has given consent to the processing of his or her personal data for one or more specific purposes (registration for services or participation in events).

The school endeavours to be clear about the purpose or purposes for which personal/special category data has been collected at the point of collection from the Data Subject.



9. In order to be able to facilitate the proper administration, The Rajkumar College, Rajkot will collect business contact details of the stakeholders.

These details are used in the distribution of key messages, updates and notifications strictly relating to their participation in initiatives and activities within the Rajkumar College, Rajkot community.

In addition to this, the school may sometimes collect the business contact details of other key stakeholders at the school, who have asked to be included in the Rajkumar College, Rajkot communications.

10. The Rajkumar College, Rajkot website and Intranet will collect a variety of personal and special category data to enable the organisation to:

- respond to online general enquires or enquiries.
- online feedback/surveys;
- competition/prize applications, if applicable;

11. The data collected by The Rajkumar College, Rajkot for this purpose includes name, photograph, contact email, gender, date of birth, nationality and medical details to enable the processing of the application or registration.

12. Personal data collected by The Rajkumar College, Rajkot shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed. Where special category data is concerned, The Rajkumar College, Rajkot recognises that it is particularly important to make sure only the minimum amount of information is collected or retained.

13. Personal data relating to students engaging in different activities including, but not limited to, CBSE / DEO may be verified by parents (and/or) the student. All Data Subjects can apply to correct or delete inaccurate information by contacting Mr. Sudhansu Swar, IT department.

14. Personal data processed for any purpose or purposes by The Rajkumar College, Rajkot shall not be kept for longer than is necessary for that purpose or those purposes.

15. The Rajkumar College, Rajkot takes all reasonable precautions to keep all personal information as secure as possible. In addition to a rigorously enforced data handling



## The Rajkumar College

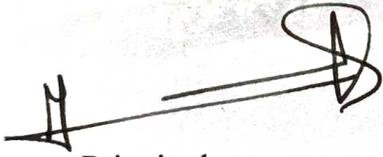
Since 1870

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: [principal@rkcrajkot.in](mailto:principal@rkcrajkot.in)

policy, all staff members are made aware of their obligations to keep the information for authorised use only. Of course, no technology is fail-safe, but the school makes every effort to keep its systems up-to-date with the relevant protocols.

16. The type of personal information collected at the point of registration is the information that is needed to facilitate education/employment/service of the stakeholders. For example, collection of details such as the student's name, photograph, date of birth, telephone number, email address, passport details, information about their dietary requirements and health issues (if any).
17. Permission is sought to collect photos or videos of the stakeholder, which may be posted on the school website, School's social media platforms or included in future marketing materials.
18. Any Subject Access Requests or any concerns, questions or comments regarding the data held about stakeholders by The Rajkumar College, Rajkot must be directed to [sudhansu@rkcrajkot.in](mailto:sudhansu@rkcrajkot.in).
19. This policy is to be reviewed after 03 years.



  
Principal  
The Rajkumar College, Rajkot

