

K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE- 637 215

KSRCT/PO/3.17/2025-26/ **1038**

DATE: 24.12.2025

QM 5.5.3/F010

CIRCULAR

TIME: 01:00 PM

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| CLASSIFICATION | ROUTINE | ✓ | URGENT | - | IMMEDIATE | - |
| ORIGINATOR: PRINCIPAL | | | Circulated to: Faculty, Staff | | | |

Sub: Awareness and Compliance with the Digital Personal Data Protection Act, 2023 - Reg.

This is to inform all faculty members, staff, and students that the **Digital Personal Data Protection Act, 2023 (DPDP Act)** has been enacted by the Government of India to ensure the protection of personal data and to regulate its collection, processing, storage, and sharing.

In accordance with the provisions of the Act, all departments, offices, and units of the College are directed to adhere to the following guidelines:

1. Personal data of students, faculty, staff, and other stakeholders shall be collected only for lawful and legitimate purposes with appropriate consent.
2. All departments must ensure reasonable security measures to safeguard personal data against unauthorized access, disclosure, alteration, or destruction.
3. Personal data shall be retained only for the required period and disposed of securely after its purpose is fulfilled.
4. Individuals have the right to access, correct, and request deletion of their personal data, and such requests must be handled as per institutional procedures.
5. Sharing of personal data with third parties must strictly comply with the provisions of the Act and institutional policies.
6. All concerned are instructed to maintain confidentiality and avoid unauthorized disclosure of personal data in any form.

The Heads of Departments are informed to disseminate this information to all faculty, staff, and students and ensure strict compliance.

Digitally signed by Dr R
Gopalakrishnan
Date: 2026.01.23 18:36:29
+05'30' **PRINCIPAL**