Lady Doak College

Privacy Policy

Lady Doak College, Madurai, India is committed to protecting the privacy, confidentiality, and security of the personal data of its students, faculty, staff, alumni, parents, research participants, applicants, visitors, collaborators, and all users of its digital platforms. This Privacy Policy explains how the College collects, uses, stores, shares, and safeguards personal information when users interact with the College website, portals, applications, and associated digital services.

By accessing or using the College website and associated services, users acknowledge and agree to the practices described in this Privacy Policy.

1. Scope of the Policy

This Privacy Policy applies to all personal data collected electronically or physically through the College website, admission portals, learning management systems, institutional email systems, surveys, events, recruitment processes, alumni interactions, and other digital or administrative platforms operated by the College.

This Policy does not apply to third-party websites, applications, or services linked through the College website. Users are encouraged to review the privacy policies of such external platforms independently.

2. Information We Collect

The College may collect the following categories of information:

a) Personal Information Voluntarily Provided

- Name, address, email address, and phone number
- Date of birth, gender, nationality, identification details etc.,
- Academic records include attendance, mark and other details
- Employment and recruitment-related information
- Financial information required for fee processing, scholarships, or reimbursements
- Research-related information submitted for academic or institutional purposes

- Photographs, audio-visual recordings, and participation details from institutional events
- Encrypted login credentials for authorised and authenticated users and portals

b) Information Automatically Collected

- Internet Protocol (IP) address
- Browser type, operating system, and device information
- Date, time, and duration of website access
- Pages visited and navigation patterns

The College does not sell, rent, or trade personal information to third parties.

3. Consent and Processing of Data

The College shall ensure that clear, informed, and specific consent is obtained prior to collecting or processing personal data.

4. Data Security and Protection Measures

Security measures may include encryption, password protection, restricted access controls, secure servers, periodic monitoring, cybersecurity practices, and data backup mechanisms.

5. Rights of Data Principles / Users

- Access their personal information maintained by the College
- Request correction or updating of inaccurate or incomplete data
- Seek clarification regarding the processing of their personal data
- Lodge grievances regarding misuse or unauthorised processing of data

6. Protection of Student Information

The College shall take reasonable measures to protect student confidentiality and prevent unauthorised public disclosure of personally identifiable academic records.

Sensitive academic information, examination results, or institutional records may be made accessible only through secure and authenticated systems.

7. Third-Party Links and External Services

The College website may contain links to external websites or integrated third-party services for convenience or functionality.

The College is not responsible for the privacy practices, security standards, or content of external websites or platforms. Users should independently review the privacy policies of such third parties before sharing personal information.

8. Contact Information

For queries, requests, corrections, or grievances related to this Privacy Policy or personal data processing, users may contact:

The Principal
Lady Doak College
Email: principal@ldc.edu.in

Phone: 9003958131

9. Changes to the Privacy Policy

The College reserves the right to modify, revise, or update this Privacy Policy from time to time to reflect changes in legal requirements, institutional practices, or technological developments.

Updated versions of the Policy shall be published on the official College website with the revised effective date.

By continuing to use the College website and related services after updates are posted, users acknowledge acceptance of the revised Privacy Policy.