



# ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य) Zakir Husain Delhi College (Evening)

दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली - ११०००२ Jawaharlal Nehru Marg, New Delhi - 110002

Phone: 011-23231899

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## Student Records and Privacy

Zakir Husain Delhi College (Evening) meticulously manages student records and privacy in accordance with rigorous academic standards and legal frameworks to safeguard the confidentiality, integrity, and security of student information. Recognizing the inherent sensitivity of such data, the college has established robust policies and procedures to ensure compliance with regulatory requirements while upholding the highest standards of ethical conduct in handling student records.

- 1. Confidentiality Protocols:** We emphasize the sanctity of student privacy by restricting access to academic records solely to authorized personnel with legitimate educational interests. We enforce comprehensive protocols to prevent unauthorized access, disclosure, or misuse of student data, thereby preserving the confidentiality of personal information.
- 2. Data Security Measures:** The College uses advanced technological infrastructure and physical safeguards to protect student records. We deploy encryption techniques, secure servers, and stringent access controls to thwart potential breaches and maintain the integrity of student data against unauthorized manipulation or compromise.
- 3. Regulatory Compliance:** The College steadfastly adheres to all pertinent statutory provisions, including the Family Educational Rights and Privacy Act (FERPA) or analogous regulations applicable within the University of Delhi's jurisdiction. We strictly follow these legal mandates to uphold and respect student privacy rights in all administrative proceedings.
- 4. Access Authorization and Disclosure Policies:** Students have the right to access their own academic records and request corrections for any inaccuracies or omissions. We meticulously delineate procedures for accessing student records, strictly regulating disclosure to third parties in accordance with statutory stipulations or explicit consent from the student concerned.



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5. **Retention and Disposal Practices:** The College adheres to prescribed retention schedules for student records, as mandated by regulatory authorities and institutional guidelines. We systematically and securely dispose of student records upon the expiration of the designated retention period, thereby ensuring compliance with data protection principles.
6. **Educational Outreach and Training Initiatives:** We conduct continuous education and training programmes for faculty, staff, and administrative personnel to enhance awareness of student privacy regulations and foster a culture of compliance. Training modules cover diverse topics, including data handling best practices, confidentiality obligations, and the ethical imperatives of safeguarding student information within an academic milieu.

By steadfastly adhering to these academic principles and regulatory mandates, the college upholds its commitment to preserving the sanctity of student records and fostering a climate of trust, integrity, and accountability within the college community.