IIT Roorkee Alumni Mentoring
Privacy and Data Policy

Purpose

This document outlines the use, sharing, and retention policies for data collected as part of the IIT Roorkee Alumni Mentoring Program.

Confidentiality

The participants of the program agree to keep their discussions confidential and not share them with others.

Data Collected

The following data is collected
Sensitive data:

● Contact information from participants including phone numbers.
● Background information, interests, hobbies
● Forms might collect IP, and approximate location.

Operational Data

● Feedback on the program
● Operational data like metrics, number of applications and so on.

Why is this data sensitive?
Contact information is considered Personally Identifiable Information (PII). In addition background information might contain sensitive information about a person's background.

Some forms might be anonymized. We will not attempt to de-anonymize this data.

Sharing and Use

● Data collected will be used only for the mentoring program.
● Data will *not be used outside* the mentoring program in any way.
● Only people who have a need to know will have access to data.

Retention

- Sensitive data will be deleted after 1 year.
- Feedback and operational data can be kept for upto 5 years.

Document Version History

Last updated June 06, 2020