

# PRIVACY

The HMRITM Official Website Policy for the websites hosted at HMRITM,Delhi updated on April 20, 2006. 1. Privacy

This document was last

## Privacy Policy

### General

This policy explains what information we gather when you visit the college's central web site, and explains how that information is used.

It is important for you to appreciate that the central web site provides extensive links to other independent sites, both within the college and elsewhere. This policy applies only to direct accesses to the central web site - URLs starting <http://www.hmritm.com/>. You will need to consult the appropriate information on other sites for information on their policies.

Any changes to this privacy policy will be posted on this page. It was last updated on Feb. 25, 2006.

### Data collected

In common with most web sites, this site automatically logs certain information about every request made of it (see below for more details). This information is used for system administration, for bug tracking, and for producing usage statistics. The logged information may be kept indefinitely.

Relevant subsets of this data may be passed to computer security teams as part of investigations of computer misuse involving this site or other computing equipment in the University. Data may be passed to the administrators of other computer systems to enable investigation of problems accessing this site or of system misconfigurations. Data may incidentally be included in information passed to contractors and computer maintenance organizations working for the University, in which case it will be covered by appropriate non-disclosure agreements. Otherwise the logged information is not passed to any third party except if required by law. Summary statistics are extracted from this data and some of these may be made publicly available, but those that are do not include information from which individuals could be identified.

[It should be appreciated that a log is a record of what a server sees, not necessarily what was initially sent. If a request is sent via a proxy the log file will show the proxy's address. If someone has forged your address the log file will show your address]

A number of fill-in forms are provided on this site. The pages containing these forms include information on how data submitted on them will be processed and used.

This site may use web "cookies" as part of user authentication (login) and to store information needed by other facilities.

### Logged data

The following data is automatically logged for each request:

- The name or network address of the computer making the request. Note that under some (but not all) circumstances it may be possible to infer from this the identity of the person making the request. Note also that the data recorded may be that of a web proxy rather than that of the originating client
  - The username, when known during authenticated (logged in) access to the site
  - The date and time of connection
  - The HTTP request, which contains the identification of the document requested
  - The status code of the request (success or failure etc.)
  - The number of data bytes sent in response
  - The contents of the HTTP Referrer header supplied by the browser
  - The content of the HTTP User-Agent header supplied by the browser
- Logging of additional data may be enabled temporarily from time to time for specific purposes. In addition, the computers on which the web site is hosted keep records of attempts (authorized and unauthorized) to use them for purposes other than access to the web server. This data typically includes the date and time of the attempt, the service to which access was attempted, the name or network address of the computer making the connection, and may include details of what was done or was attempted to be done.

## 2. Intellectual Property Rights (IPR) IPR Policy

Staff and students of universities are both users and producers of Intellectual Property. They need their institution to have policies and practices in the area of IP, which will enable them to use other people's IP appropriately in their teaching and research, minimizing the cost in both time and money of doing so, and also to benefit in financial and/or other ways from IP they produce. The institution needs a policy which will ensure that its employees and students act within the law and the terms of any licenses it has entered into; that teaching, learning and research all make suitable use of IP generated within and beyond the institution; and that any IP generated within the institution is exploited to benefit the institution as much as is fair and possible.

## 3. NEWS News Policy

- HMR-ITM does not have control over the content of News articles received from outside the University. Articles submitted from within the HMRITM must abide by the various regulations governing use of Institute facilities and resources. In exceptional circumstances individual articles can be removed from the server; scope for removal from any

other servers to which they may have already been distributed is limited by technical and other constraints. Requests or advice for such removal should be addressed to [hmritm@sify.com](mailto:hmritm@sify.com) preferably along with a reason to support the request / advice for the sake of transparency.

- A variety of data is needed from the on-campus provider of news:
  - i. Identification information about himself / herself and the source of news,
  - ii. If published elsewhere at the time of submission, the details for possible verification by the Website Auditor,
  - iii. Importance of the news item posted: High, Medium, Low, Must have publishing date and expiry date and should be in reverse chronological order.
  - iv. May use snippets and elaborate details can be there in links.
- In addition to the initial publication on news servers, articles may be saved automatically in long-term searchable archives.
- News that can be taken published directly on web may be from;
  1. Director
  2. Deputy Director
  3. Hods
  4. Group Leader of disciplines (only if urgent, else shall be discussed)
- 4. User Level Complaint Management Policy: All complaints made to the [hmritm@hmritm.org](mailto:hmritm@hmritm.org) shall be disposed within 15 days time during the semesters and within two months otherwise.
- 5. Feedback management Policy: Feedback shall be automatically forwarded directly to the concerned individual without any form of censoring or filtering.
- 6. Security Policy
  - Any content to be uploaded on the Net, must be reviewed for security by the individual holding the upload rights.
  - If you are using this site you are in agreement with usage policy.
- 7. Any issue not explicitly covered above may be discussed with the Web Masters: Bsams at [sam\\_p\\_l@yahoo.com](mailto:sam_p_l@yahoo.com) with a cc to [hmritm@sify.com](mailto:hmritm@sify.com).

This document was last updated on 20th April, 2006.