

IITB-Monash Research Academy

PRIVACY POLICY

PURPOSE

The IITB-Monash Research Academy CIN: U80302MH1009NPL193094, a company incorporated under Section 8 of the Companies Act, 2013 having its registered office at IIT Bombay, Powai, Mumbai, 400076, Maharashtra, India (**Research Academy**) is a research collaboration between the Indian Institute of Technology, Bombay (**IITB**) and Monash University, Australia (**Monash University**). The Research Academy values the privacy of every individual participating or involved in the Research Academy and is committed to the protection of their personal data.

This privacy policy (**Privacy Policy**) has been prepared in accordance with the provisions of the Indian *Information Technology Act, 2000 (IT Act)*, the Indian *Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 (Data Protection Rules)*, and to meet the privacy obligations of the collaborating institutions. This Privacy Policy explains:

- the types of personal and sensitive personal data (**personal data**) that the Research Academy collects from the individuals participating or involved in the Research Academy;
- the purpose of collecting personal data and how it is collected;
- how and why the Research Academy will use and disclose the personal data for the purpose of its operation and activities and to whom;
- how the Research Academy will store and secure the personal data;
- our grievance process and how personal data the Research Academy holds can be accessed or corrected and how to make a complaint about the handling of personal data.

This most current version of this Privacy Policy is available on the Research Academy's website at [www.iitbmonash.org].

SCOPE

This Privacy Policy applies to all employees (including permanent, temporary and fixed-term individuals) of the Research Academy, students, external supervisors, research partners and research participants who apply to work or study with or who are working for, participating in or supporting the Research Academy.

PERSONAL DATA

Personal data means information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion and consists of information such as name, contact information, education history and performance, research capability, and photographs.

SENSITIVE PERSONAL DATA

Sensitive personal data are a subset of personal data that are particularly unique to an individual and include passwords, financial information such as bank account and payment instrument, tax file, social security or permanent account numbers, health and medical records or history, and biometric information.

1. COMPLAINTS, ACCESS AND CORRECTION - DATA PROTECTION AND GRIEVANCE OFFICER

- 1.1 The Research Academy has appointed a Grievance Officer in relation to its compliance with and addressing queries about this Privacy Policy. The individuals to whom this Privacy Policy applies may report or direct the following issues to the Data Protection and Grievance Officer orally or in writing:
 - a. any queries about this Privacy Policy and the handling of their personal data;
 - b. requests for access to and correction of their personal data;
 - c. any grievances or complaints in relation to their personal data; and
 - d. any incident in relation to the processing, security or storage their personal data.
- 1.2 The contact details of the Data Protection and Grievance Officer are: [kuhelib@iitbmonash.org].
- 1.3 We will need to confirm your identity and assess your request or complaint. We may refuse your request in whole or in part in certain circumstances such as where providing access may unreasonably impact the privacy of another individual or where providing access may not be permitted under law.
- 1.4 There is no fee for making a request, but we may pass on the Research Academy's reasonable costs in complying with a request for access which we will advise you of in advance.

2. COLLECTION OF PERSONAL DATA

- 2.1 The Research Academy collects the following types of personal data about:
 - a. **our employees:** name, contact details, residential address, bank account information, residency information and health information;
 - b. **our board directors:** name, contact details, family information, professional interests and duties, and Indian director ID number;
 - c. **our students:** details from your enrolment application, your name, contact details, residential address, bank account information, Australian Tax File Number, Indian Permanent Account Number, education history, engagement and enrolment, awards, publications and projects, qualifications, languages spoken, work status and details, residency status, visa information and health information;
 - d. **institution supervisors:** name, contact details and capability statement;
 - e. **external supervisors:** name, contact details and capability statement, reports on their students;
 - f. **our research partners:** name and contact details of the partner's employees;
 - g. **research participants:** this will depend on the activity and individuals will be notified of the information collection in advance; and
 - h. **emergency contact persons:** name, contact details and relationship to individual.
- 2.2 The personal data is usually collected from the following sources: from the individual directly where possible, through the student application platform developed and hosted by Monash, from students' educational institutions, from employers, from public social media accounts, from Monash University, IITB's, from our research partners, regulatory authorities and third parties who manage your participation or engagement with us.

2.3 The purposes for which the Research Academy collects personal data may depend on who you are and why you engage with us. The main purposes are to:

- a. recruit, assess, enrol, manage, supervise and report on students and their study progress;
- b. manage our student, alumni, sponsor, partner, institution and stakeholder relationships and communicate with them;
- c. process payments;
- d. manage and coordinate research programs;
- e. organise events;
- f. source and manage funding, grants and support for our research work;
- g. comply with our legal and governance;
- h. ensure the security of our staff, students and visitors;
- i. process job applications and manage our employees;
- j. provide references and information to future employers;
- k. review applications for travel (including field trips, student placements, internships and conferences), financial support, accommodation, leave, and changes to a research project;
- l. cooperate with government bodies for social security purposes, as required under the applicable law;
- m. administer, monitor and manage the use of, access to and security of our network; and
- n. conduct direct marketing to our subscribers and manage their preferences.

2.4 The Research Academy will generally only collect an individual's sensitive personal data with their consent (unless otherwise authorised to do so, such as in an emergency or where required by an applicable law) and where necessary to fulfil its functions and activities.

2.5 An individual does not have to provide us with their personal data (including their sensitive personal data). However, if they do not provide some or all of the personal data that the Research Academy requests, we may not be able to process their request, application or provide the services, support or collaboration they require.

2.6 If you share the personal information of anyone else with us, you must ensure that they are aware of this Privacy Policy and that they do not object to the disclosure to us.

3. USE OF PERSONAL DATA

3.1 Personal data will be used for the purposes described in section 2.3 and any purposes which are permitted or required by applicable law including where the Research Academy has obtained the individual's consent.

4. DISCLOSURE OF PERSONAL DATA

The Research Academy may need to disclose the personal data we collect for the purposes described above to:

- educational institutions;
- our sponsors and research partners;
- employers of students;
- any other entity that provides student, project or funding support;
- our partner institutions IITB and Monash University;

- our service providers who provide operational, technical and administrative services such as: payroll, payments, systems implementation and maintenance, direct marketing coordination, project management and coordination, and student enrolment and management activities;
- government agencies or regulators and professional or industry bodies.

5. DATA SECURITY, STORAGE AND RETENTION

- 5.1 Personal data is stored in the Research Academy's hard and soft copy files and online systems which may have been developed by either IITB, Monash University or an authorised third party. The Research Academy takes appropriate steps to protect and ensure the confidentiality of the personal data that it holds.
- 5.2 If an individual believes that the personal data the Research Academy holds about them has been compromised, they should immediately report this to the Data Protection and Grievance Officer.
- 5.3 We retain personal data for no longer than is required for the purpose for which it may lawfully be used or must be kept under any applicable laws. We will let you know if we will retain your personal data for a period that is longer than required.
- 5.4 The Research Academy will retain the personal data of:
- a. unsuccessful student applicants indefinitely in an identifiable format so that the Research Academy is aware of who has previously applied;
 - b. students after they have completed their course at the Research Academy for post-course completion support and alumni relations; and
 - c. other individuals such as employee records and research participants in accordance with applicable laws.

6. CHANGES TO THE PRIVACY POLICY

- 6.1 This Privacy Policy may be updated or modified from time to time to reflect the Research Academy's current data practices and obligations. Any such changes will become effective immediately once posted on the Research Academy's website. The Research Academy may not be able to separately notify the revisions it makes each time, and therefore encourages individuals to check the website page periodically to understand how it affects the use of his/her information.
- 6.2 Individuals are encouraged to review the current Privacy Policy on our website.

Last updated: August 2022