# Educational Outreach, IIT Bombay Privacy Policy

**Effective Date:** 5 November 2025

**Last Updated:** 5 November 2025

## 1. Introduction

Educational Outreach, Indian Institute of Technology Bombay ("Educational Outreach", "EO", "we", "our", or "us") is committed to protecting the privacy and security of personal data entrusted to us. This Privacy Policy describes how we collect, use, store, and safeguard personal information in connection with our programs, courses, events, online platforms, and outreach activities.

This Policy applies to all data collected through our websites, online forms, third-party learning partners, and in-person events. By engaging with our services, you consent to the practices described here.

## 2. Scope

This Policy applies to all individuals whose personal data is processed by Educational Outreach, including but not limited to course participants, partners, vendors, alumni, and visitors to our websites or events. It does not cover personal data handled by other IIT Bombay offices or entities acting independently.

## 3. Information We Collect

We may collect the following categories of personal data, depending on the activity:

**A. Identity and Contact Information:**
 Full name, organization name, designation, email address, phone number, postal address.

**B. Educational and Professional Details:**
 Academic qualifications, job title, employer, course enrolments, certificates, attendance records, or assessment results.

**C. Financial and Transactional Data:**
 Payment references, invoices, and receipts (we do not store payment card information directly).

**D. Technical and Usage Data:**
 IP address, browser type, operating system, site activity, and device identifiers collected through cookies and analytics tools.

**E. Media and Event Data:**
 Photographs, video recordings, or screenshots captured during lectures, workshops, or webinars. These may be used for EO's promotional or archival purposes.

**F. Sensitive Personal Data:**
 At times, EO may collect certain *[sensitive personal data]* (e.g., health or disability information for event access or accommodation). Any such data will be processed only when strictly necessary and in compliance with applicable laws.

# 4. How We Collect Data

- Directly from you (through registration forms, emails, or event participation).
- Automatically through cookies and analytics on our websites.
- Through education partners such as Simplilearn, Great Learning, Coursera, and Jaro.
- Through public sources or institutional records, where relevant.

# 5. Purpose of Data Collection

We collect and process personal data for the following purposes:

- Administering and delivering educational programs and events.
- Communicating important updates, schedules, or feedback requests.
- Issuing certificates, receipts, and other documentation.
- Ensuring safety and security of events and online systems.
- Compliance with applicable laws, audits, and reporting.
- Archival and institutional record-keeping.
- Publicity and outreach (through social media posts, newsletters, and web updates).
- Research and program improvement through aggregated analysis.

When targeted marketing activities such as email newsletters are introduced, EO will ensure a clear opt-in and opt-out process.

# 6. Legal Basis for Processing

We rely on one or more of the following lawful bases:

- Performance of an agreement with you.
- Compliance with legal obligations.
- Legitimate institutional interest.
- Consent (where specifically required).

# 7. Data Sharing

EO may share personal data only as necessary with:

- Other IIT Bombay offices or the IITB Data Resource Framework (DRF).
- Educational partners (Simplilearn, Great Learning, Coursera, Jaro) for joint delivery of programs.
- Service providers (IT hosting, email delivery, analytics, and payment processors) under strict confidentiality.
- Regulatory or governmental authorities when required by law.

EO does **not sell or rent** personal information.

# 8. Cookies and Website Analytics

We use cookies and analytics tools to improve user experience, monitor site performance, and gather usage insights. You can manage or disable cookies through your browser settings.

# 9. Data Retention and Deletion

EO retains personal data only as long as necessary for its educational, administrative, or legal purposes. Typical retention periods include:

- Registration and academic records: **5 years** after program completion.
- Financial and payment records: **8 years** for accounting and audit compliance.
- Event photos/videos: retained indefinitely for archival or promotional use, unless deletion is specifically requested.
- Website and analytics logs: **12 months**.

When data is no longer required, it will be **securely deleted or anonymized** in accordance with IIT Bombay's institutional data practices.

## 10. Data Security

We implement reasonable administrative, technical, and physical measures to protect personal data against unauthorized access, loss, or misuse. These include secure servers, password protection, and restricted access to internal systems.

## 11. Use of Photographs and Recordings

EO regularly records lectures, takes event photographs, and captures screenshots for use on social media and institutional reports. While explicit consent is not required for these uses, individuals who object to appearing in published materials may contact EO to request removal from future use.

## 12. Rights of Data Subjects

Individuals may request:

- Access to their personal data.
- Correction of inaccurate or outdated information.
- Deletion of data (where applicable).
- Restriction or objection to processing.

Requests can be sent to: **contactus@eo.iitb.ac.in**.
 EO will respond within a reasonable period consistent with institutional policy.

## 13. Children and Minors

Educational Outreach (EO) at IIT Bombay conducts various initiatives aimed at adult learners, professionals, and organizations. However, under its **School Outreach** vertical, EO also engages with students from **Classes 8 to 12** through academic enrichment programs, workshops, lectures, and campus visits. These activities may be conducted **online, on the IIT Bombay campus, in schools, or at other partner locations**.

EO is committed to protecting the privacy and personal information of all participating minors.

- We collect limited personal information (such as name, age, school name, or academic level) **only when necessary** to facilitate program participation, registration, or

certification.

- Any such data collection is conducted **with the explicit consent of a parent, guardian, or authorized school representative**.

- During School Outreach programs, **photographs, videos, and recordings** may be captured to document academic engagement and participation. These may be used in EO's communication materials, websites, social media channels, and reports **only with prior institutional or parental consent** and in accordance with IIT Bombay's communication and privacy policies.

- We do not use or share minors' personal information for marketing, profiling, or any non-educational purpose.

# 14. Cross-Border Data Transfers

Certain data may be processed on servers outside India by our education partners or technology providers. EO ensures that such transfers comply with applicable data protection laws and institutional agreements.

# 15. Complaints and Contact Information

For privacy-related questions, feedback, or data access requests, please contact:

**Educational Outreach, Indian Institute of Technology Bombay**
Powai, Mumbai – 400076
 **contactus@eo.iitb.ac.in**
(Grievance Officer details will be updated once appointed.)

# 16. Changes to this Policy

EO may revise this Policy periodically. Updates will be posted on our official website with the new effective date.