



## 1 Privacy Policy

### 1.1 Commitment to Privacy

Khanpur Institute of Technology (KIT) is committed to safeguarding the privacy, confidentiality, and integrity of personal information provided by donors, students, faculty members, employees, and other stakeholders.

### 1.2 Information Collected

KIT may collect and process the following information:

- Donor's full name
- Contact information (email address, telephone number)
- Donation amount and date
- Banking or transaction reference details

No sensitive personal data shall be collected unless required by law or regulatory authorities.

Technical information such as IP address, browser type, device information, and website interaction data may be collected for security, analytics, and operational purposes.

Information may be collected through third-party platforms, payment gateways, or institutional systems used by KIT, subject to the applicable confidentiality and data protection obligations.

### 1.3 Purpose of Data Collection

Personal information collected by KIT shall be used exclusively for:

- Acknowledgment and verification of donations
- Financial accounting and statutory record-keeping
- Compliance with banking, taxation, and regulatory requirements
- Institutional audits and reporting obligations
- Communication related to institutional updates, acknowledgments, and impact reporting, subject to donor preferences.
- Protection of KIT's legal rights, resolution of disputes, and enforcement of institutional policies.

### 1.4 Confidentiality and Disclosure

KIT shall not disclose, sell, lease, or transfer donor information to any third party except:

- Where disclosure is required by law, court order, or regulatory authority.

- Where disclosure is necessary for banking or audit purposes
- Where disclosure is required to trusted service providers engaged by KIT under confidentiality obligations.
- With the express consent of the donor

## **1.5 Data Security**

Reasonable administrative, technical, and organizational safeguards are implemented to protect personal data against unauthorized access, misuse, alteration, or disclosure.

While KIT takes reasonable measures to protect personal data, no method of transmission or storage is completely secure, and KIT does not guarantee absolute security.

Personal data shall be retained only for as long as necessary to fulfill the purposes outlined in this policy or as required by applicable laws and regulatory obligations.

## **1.6 Consent**

By making a donation or interacting with KIT, donors expressly consent to the collection, storage, and use of their information in accordance with this Privacy Policy.

Consent shall be deemed given through electronic means, including website forms, email communication, and digital payment platforms.

Withdrawal of consent may be subject to legal, regulatory, or operational limitations, and shall not affect processing already lawfully undertaken.