



VIT[®]
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)

VELLORE INSTITUTE OF TECHNOLOGY

Vellore, Tamil Nadu, India

CONSENT FORM FOR DATA PROCESSING

(Student)

Date: _____

Subject: Explicit Consent for Processing of Personal Data under the Digital Personal Data Protection Act, 2023

This Consent Form is issued to inform you of the purposes for which your personal data will be processed and to obtain your explicit consent for the same, in compliance with the **Digital Personal Data Protection Act, 2023** ("DPDPA") and the **Digital Personal Data Protection Rules, 2023** ("DPDP Rules").

Details of Data Principal (STUDENT)

- Full Name : _____
- Date of Birth : _____
- Parent/Legal Guardian's Name: _____
- Parent/Legal Guardian's Contact Number: _____
- Parent/Legal Guardian's Email Address: _____

1. Information we will collect

We may collect and process the following categories of personal data:

- Name, Date of Birth, and Age
- Address and Contact Information
- Parent/Guardian Contact Details
- APAAR ID / Aadhaar Number (only if legally required or mandated)
- Academic Records and Hostel Details
- Health/Medical Information (only if necessary for campus safety or statutory compliance)
- Bank Details and Payment Information

2. Purpose of Data Processing

Your personal data will be processed for the following legitimate institutional purposes:

1. Maintaining official student/faculty/staff records and documentation
2. Conducting academic and administrative activities
3. Facilitating communication with students and parents/guardians

4. Providing institutional services, facilities, ID cards, and digital access
5. Enabling participation in university programmes, examinations, events, internships, and placements
6. Ensuring campus safety, security, and compliance with statutory and regulatory requirements
7. Processing scholarships, fee payments, and financial aid
8. Fulfilling other institutional requirements as permitted under applicable law

3. Data Recipients and Sharing

Your personal data may be shared with the following categories of recipients:

- Internal departments and administrative offices within VIT
- Government bodies and regulatory authorities as required by law
- Third-party service providers engaged for institutional operations
- Educational and professional partner institutions (with your consent where required)

4. Data Retention Period

Your personal data will be retained for the duration of your enrolment with the institution and for such period as may be required by applicable law, regulatory guidelines, or institutional policy. Upon completion of studies or termination of association, data will be retained or deleted in accordance with statutory and regulatory obligations.

5. Legal Basis for Processing

The legal basis for processing your personal data is your explicit consent as provided under Section 7 of the DPDPA, 2023, and other applicable provisions of the DPDP Rules, 2023. The processing is undertaken to fulfil legitimate institutional functions and statutory obligations.

6. Your Rights under DPDPA

Under the Digital Personal Data Protection Act, 2023, you have the following rights:

- **Right to Access:** You may request access to your personal data held by the institution.
- **Right to Rectification:** You may request corrections to any inaccuracies in your personal data.
- **Right to Restriction:** You may restrict or object to certain types of data processing, subject to legal obligations.
- **Right to Data Portability:** You may request the transfer of your personal data in a structured, commonly used format.
- **Right to Nominate:** You may nominate another individual to exercise your rights on your behalf.
- **Right to Withdraw Consent:** You may withdraw your consent at any time, on completion of your status as Student of this Institute.

To exercise these rights, please contact our Data Protection Officer (DPO) using the contact information provided in Section 9 below.

7. Data Security

The institution implements appropriate technical and organizational measures to protect your personal data from unauthorized access, alteration, disclosure, or destruction. However, no method of transmission over the internet or electronic storage is completely secure.

8. Grievance and Complaint Mechanism

If you have any concerns regarding the processing of your personal data or believe your rights under DPDPA have been violated, you may lodge a complaint with the Data Protection Board of India or contact our Data Protection Officer using the details provided below.

9. Contact Information of Data Protection Officer

Name	Deputy Registrar
Email	dy.registrar@vit.ac.in
Phone	+91 4162202123
Address	Vellore Institute of Technology, Thiruvalum-Katpadi Road, Vellore, Tamil Nadu 632014, India

10. Consent Declaration

By signing below, I confirm that:

- I have read and understood this Consent Form in its entirety
- I understand the purposes for which my personal data will be processed
- I am aware of my rights under the DPDPA, 2023
- I voluntarily give my explicit consent to Vellore Institute of Technology for the processing of my personal data as described in this form

I acknowledge that I may withdraw my consent at any time by notifying the institution in writing, and such withdrawal shall not affect the lawfulness of processing undertaken prior to the withdrawal.

STUDENT

Signature: _____

Name : _____

Date : _____

PARENT/LEGAL GUARDIAN

Signature: _____

Name : _____

Date : _____

For Official Use Only