



## We care about our subscribers' privacy.

We are committed to safeguarding the privacy of our website visitors and we put a lot of thought into managing the data in ways that will not compromise your privacy. This privacy policy is meant to help you understand what information we collect and how you can maintain your information.

If you have any questions, please feel free to contact us at [dtutimes@dtu.ac.in](mailto:dtutimes@dtu.ac.in).

By using our website and agreeing to this privacy policy, you consent to our use of cookies per the terms of this policy.

Effective November 10, 2019

### **Who we are**

DTU Times is the official newsletter of the Delhi Technological University. We are a not-for-profit based organization. You can find [our contact details here](#) and [read more about what we do here](#).

### **Information we collect and how we use it**

If you subscribe to our newsletter, we add your name and email to DTU Times' newsletter mailing list. To ensure the safety of your data, we manage the mailing servers by ourselves. We provide that we do not transfer any personal information externally. Your data is only used to send you newsletters and events updates.

You will receive emails regarding the new publications on our website, which are tailored to fit your needs. You may receive blog post updates. You can opt-out of receiving these emails or change your preferences by dropping us an email.

If you contact us via email, your email address and message will be accessible to our support staff team. They may forward these emails to the person or people in the organization who are best equipped to respond.

**Your personal information is never shared externally or used for a purpose other than that mentioned above.**

## Legal basis for processing

In subscribing to our newsletter or contacting us, you are consenting to the processes described in the [Personal Data Protection Bill](#) - consent of the data subject.

## Retention periods

In all cases listed above, we retain your data until you unsubscribe or ask us to remove your details.

If you contact DTU Times via our [contact form](#), we reserve the right to keep your message indefinitely. This is to aid continuity and so that we can view any historic context which may have any bearing, even if the members of the support staff change. Support staff adheres to strict internal privacy and security policies.

## How to unsubscribe from the newsletter

You may write to us if you wish to no longer receive our mail. When you unsubscribe from our newsletter, your details remain on a list of past recipients. This is a measure to prevent circumstances such as a member of staff accidentally manually re-adding you.

However, on request, provided you are still a subscriber when you contact us, your details can be permanently removed from the list. Please [get in touch](#) if you would like this to happen.

## Your right to access

You may contact us at any time to know what personal data we have of you. Please [contact us](#) to request this.

## Your right to erasure

You may request that we destroy any of your personal data that we hold in our possession, provided that there is no legitimate reason for us to continue to keep it. Please [contact us](#) to request this.

## Your right to complain

If you believe that we have mishandled your data, you have the right to complain to the Information Commissioner's office. But we would recommend notifying us first so that we can try and help.

## Cookies

To make our service more comfortable or more useful, we sometimes place small data files on your computer or mobile phone, known as cookies.

This information can be useful for you, and useful for us. For example, if you subscribe to the newsletter, cookies ensure that the next time you visit the website, you won't be flashed with a popup.

Cookies can also help us measure how people use the website, so we can improve its efficiency and the overall user experience.

### **Measuring Website Usage (Google Analytics)**

We use Google Analytics to collect information about how people use this site. We do this to make sure that it is meeting its users' needs and understanding how we could do it better.

Google Analytics stores information such as - what pages you visit, how long you are on the site, how you got here, what you clicked on, and information about your web browser.

IP addresses are masked (only a portion of your IP address is stored), and personal information is reported in aggregate. We do not allow Google to use or share our analytics data for any purpose besides providing us with analytics information.

### **Google's official statement about Analytics data**

"This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies" which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information to evaluate your use of the website, compiling reports on website activity for website operators, and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser. However, please note that if you do this, you may not be able to use the full functionality of this website".

**By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.**

If you're unhappy with the idea of sharing the fact that you visited our site (and any other sites) with Google, you can install the [official browser plugin for blocking Google Analytics](#).

## **Amendments**

We may update this policy from time to time by publishing a new version on our website. We recommend checking this page occasionally to ensure you are up-to-date with the changes made to this policy.

We may notify you of changes to this policy by email.