Document Digitization and Data Protection Policy

1. Preamble

This policy establishes the rules and procedures for scanning and digitizing physical records within **Dr. B. N. College of Architecture**. It aims to transition the institution towards a paperless environment while ensuring data security, maintaining the authenticity and integrity of records, and complying with all applicable Indian laws, especially the Digital Personal Data Protection Act, 2023.

2. Scope

This policy applies to all departments, administrative offices, and personnel involved in handling institutional records, including but not limited to:

- Student records (admissions, academic, disciplinary, health)
- Faculty and staff records (personnel files)
- Financial and accounting documents
- Administrative records and policy files
- Research and archival material

3. Legal and compliance framework

The digitization process shall comply with the following Indian laws and guidelines:

- **Digital Personal Data Protection (DPDP) Act, 2023:** This is the primary law governing the processing of personal data. The policy must ensure strict compliance with provisions regarding consent, data minimization, purpose limitation, and the rights of data principals (including students and parents).

- **Information Technology (IT) Act, 2000:** The IT Act provides for the legal recognition of digital signatures and electronic records, ensuring that scanned documents can be legally admissible in court.

- **National Archives of India (NAI) guidelines:** For archival quality scanning, the policy will adhere to technical standards recommended by the NAI, including resolution (e.g., 300 dpi for text) and image format.

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- **NAAC/NIRF guidelines:** Higher education institutions must follow specific NAAC or NIRF instructions for digitizing documents needed for accreditation and ranking submissions.

4. Roles and responsibilities

- **Data Protection Officer (DPO):** To be appointed as per DPDP Act guidelines. The DPO will oversee the implementation of this policy, conduct compliance audits, and manage data breach responses.

- **Department heads:** Responsible for ensuring that digitization and data handling procedures are followed correctly within their departments.

- **Designated scanning personnel:** Responsible for the day-to-day scanning process and ensuring scanned documents meet quality standards.

- **IT department:** Responsible for providing and maintaining secure digital storage, access control, and data encryption.

5. Digitization procedure

5.1. Pre-scanning preparation

- **Segregation:** Staff must sort documents based on type, sensitivity, and retention schedule.

- **Indexing:** Before scanning, a metadata sheet or index should be prepared for each file or folder to ensure easy retrieval.

- **Physical preparation:** Documents should be de-stapled, flattened, and repaired if necessary.

5.2. Scanning and quality control

- **Resolution:** Text documents must be scanned at a minimum of 300 dpi. Higher resolutions (600 dpi or more) will be used for photographs, maps, or documents with illegible text.

- **Format:** Documents shall be saved in non-editable formats like PDF or TIFF. PDF files must be indexed and text-searchable via Optical Character Recognition (OCR).

- **Quality check:** A designated staff member will verify the legibility and accuracy of all scanned images. Any issues will require re-scanning.

5.3. Indexing and metadata

- **Mandatory metadata:** All scanned records must be tagged with mandatory metadata, such as:

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- o File ID
- o Document Type
- o Creation Date
- o Student/Employee ID
- o Retention period

;.4. Secure storage and access

- **Document Management System (DMS):** All digitized records shall be stored in a secure, centralized DMS hosted on the institution's servers or an approved private cloud.

- **Access Control:** Access to digital documents will be strictly role-based and governed by access control lists.

- **Encryption:** All data, both in storage and in transit, must be encrypted.

5. Physical document destruction

- **Verification:** Physical documents will be destroyed only after the digital copy has been verified and stored according to the specified retention schedule.

- **Secure disposal:** All physical records containing sensitive information must be destroyed using a secure method, such as shredding or burning.

Data protection and privacy

- **Consent:** For minors (under 18), verifiable consent from parents or legal guardians is required before processing their personal data.

- **Data Minimization:** Only the minimum personal data necessary for a specific purpose should be collected and retained.

- **Data Principal Rights:** Individuals have the right to access, rectify, and erase their personal data, subject to institutional policies and legal requirements.

Data Breach: Any data breach must be reported to the Data Protection Board of India and affected individuals within 72 hours.

raining

:aff involved in the digitization process will receive mandatory training on:

DPDP Act compliance

- Secure handling of personal data

- Usage of the DMS and scanning equipment

- Quality control procedures

8. Audits and reviews

The institution will conduct periodic audits of the digitization process and data storage to ensure compliance with this policy and the DPDP Act. This policy will be reviewed annually and updated as needed.

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