

# Regulations on Personal Data Processing at the University of Management and Technology (UMT), Lahore, Pakistan

## GENERAL PROVISIONS

1. Personal data processing at the University of Management and Technology (hereafter referred to as "UMT" or "the University") is carried out in compliance with the legal requirements of Pakistan, particularly in alignment with the Personal Data Protection Act of Pakistan and related data protection laws.
  2. These Regulations aim to safeguard the personal rights of individuals, including UMT students, staff, and visitors, during personal data (PD) processing. They also establish policies governing the University's responsibilities as a personal data operator.
  3. UMT undertakes organizational, legal, and technical measures to ensure the secure processing of personal data, protecting it against unauthorized access, misuse, or loss.
  4. These Regulations may be updated periodically to ensure compliance with evolving data protection laws. The current version will be accessible on UMT's official website.
  5. Any updates or amendments to these Regulations will be formally approved by UMT's Rector.
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## TERMS AND DEFINITIONS

1. **Personal Data (PD):** Any information relating directly or indirectly to an identified or identifiable individual.
  2. **Data Subject:** Any individual whose personal data is processed by UMT.
  3. **Data Processing:** Any operation involving personal data, including collection, storage, use, sharing, or deletion.
  4. **Operator:** UMT, as the entity responsible for determining the purposes and means of data processing.
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## TERMS AND CONDITIONS FOR PERSONAL DATA PROCESSING

1. **Scope:**  
UMT processes personal data of:
  - Students and applicants
  - Staff members
  - Alumni
  - Event participants
  - Vendors and third-party service providers
2. **Legal Basis:**
  - Processing of personal data is carried out based on the explicit consent of the Data Subject.

- UMT ensures compliance with legal obligations related to employment, education, and research activities.
3. **Purpose of Processing:**  
Personal data may be processed for:
- Academic and administrative functions, such as enrollment, attendance, grading, and issuance of certifications.
  - Employment-related purposes, including payroll, performance evaluation, and staff development.
  - Security measures such as campus access control and surveillance.
  - Communication about University events, research, and services.
4. **Special Categories of Data:**  
Processing sensitive data, such as health or biometric information, will require explicit consent unless mandated by law.
5. **Retention Period:**  
Personal data will be retained only for the duration necessary to fulfill the processing purpose and legal obligations.
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## **DATA SUBJECT RIGHTS**

1. Data Subjects have the right to:
    - Access their personal data.
    - Request correction of inaccurate or incomplete data.
    - Withdraw consent for data processing.
    - Lodge complaints regarding data misuse or unauthorized access.
  2. UMT ensures mechanisms for Data Subjects to exercise these rights, including dedicated contact points within the University.
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## **ACCESS AND SECURITY**

1. Access to personal data is restricted to authorized personnel based on their roles and responsibilities.
  2. Technical measures, including encryption, access controls, and secure storage systems, are implemented to protect personal data from unauthorized access and breaches.
  3. Regular audits and staff training on data protection practices are conducted to maintain compliance.
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## **SPECIAL CONDITIONS**

1. Personal data processing for research or statistical purposes is subject to anonymization to prevent identification of individuals.

2. Personal data will not be sold or shared with third parties without explicit consent, except where required by law.
  3. Data breaches will be promptly reported, and necessary remedial actions will be taken.
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## **FINAL PROVISIONS**

1. All staff and students are required to adhere to these Regulations and ensure compliance in their respective roles.
2. Queries and concerns regarding personal data processing should be directed to the Data Protection Office at UMT.