E-Governance Policy

1. Introduction

Jamia Nadwiyya Women's Arabic College (JNAC) is dedicated to enhancing the experience of its students, staff, and stakeholders through the effective use of electronic governance (e-governance) tools and services. This policy outlines the principles and guidelines for the responsible, ethical, and effective implementation of e-governance at JNAC.

2. Purpose

This policy aims to:

- Provide a structured framework for the deployment and use of e-governance tools and services at JNAC.
- Ensure that e-governance practices are conducted in a responsible, ethical, and effective manner.
- Safeguard the privacy and security of personal information.
- Promote the responsible use of technology throughout the institution.

3. Scope

This policy applies to all students, staff, and stakeholders who utilize e-governance tools and services at JNAC.
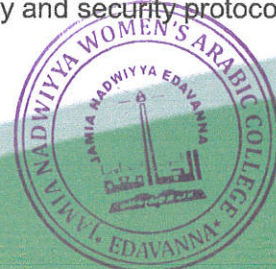
4. Definitions

- **E-Governance:** The application of information and communication technologies (ICTs) to enhance the delivery and management of services within the institution and to its stakeholders.
- **Personal Information:** Any data that can be used to identify an individual, including but not limited to names, addresses, and phone numbers.
- **Privacy:** The right of individuals to control how their personal information is collected, used, and disclosed.
- **Security:** The measures taken to protect information from unauthorized access, use, disclosure, disruption, modification, or destruction.

5. Responsibilities

- **Management:** The administration of JNAC is responsible for overseeing the ethical, effective, and responsible use of e-governance tools and services.
- **Users:** All students, staff, and stakeholders are responsible for ensuring the protection of personal information and adhering to privacy and security protocols.

Principal
JNW Arabic College
Edavanna – 676541

6. Principles

The use of e-governance at JNAC will be guided by the following principles:

- **Privacy:** Personal information will be collected, utilized, and shared in compliance with legal requirements and only with the explicit consent of the individual concerned.
- **Security:** Information systems will be safeguarded against unauthorized access, use, disclosure, disruption, modification, or destruction to ensure data integrity and confidentiality.

This policy is designed to ensure that e-governance at Jamia Nadwiyya Women's Arabic College is implemented with the highest standards of responsibility and respect for privacy and security.

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