



Objective: To elaborate the procedure for Data Security and Protection

Responsibility:

- All teaching & non-teaching staff
- HoDs
- Computer lab Incharge

Procedure:

Regarding Data Security and Protection in computer lab regarding:

- (1) Fire Wall
- (2) Password
- (3) Access Control

FIRE WALL:- The Fire Wall is used only for internet users. Without internet users/access in the computer, they are not able to use any private works, private apps, and third party networks. The computer network access facility is “password” based in the systems.

PASSWORD:- The password access are available only with computer lab incharge. The lab incharge must provide “password”, then only computers are accessible along with internet.

ACCESS CONTROL:- In this Institute, every identified users are having particular log-in credentials which can include user name, password, PIN, Biometric Scans, Security protection and authorize the appropriate users.

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