



KMCT.org
GROUP OF INSTITUTIONS

KMCT
DIRECTORATE OF RESEARCH

Privacy Policy

Introduction

The Directorate of Research at KMCT Group of Institutions respects your privacy and is committed to protecting personal information collected through our website and online services, including the “Book a Slot” system for laboratory access and other research related forms.

Information We Collect

We may collect personal information you voluntarily provide, such as name, email, phone number, department, institution’s name, and research details, when you use online forms or contact us. We may also collect technical information automatically, such as IP addresses, device type, and usage data.

How We Use Your Information

Personal data is used to process requests, manage lab bookings, communicate updates, support research activities, and improve website services. We only collect and use information necessary for these purposes and to facilitate your engagement with the Directorate of Research.

Data Protection and Storage

We implement reasonable security measures to protect your information and limit access to authorised personnel only. Personal data is retained only as needed for administrative, compliance, and research support purposes.

Sharing of Information

We do not share personal information with external parties except as required for institutional operations or by law. Any third-party tools (such as Google Forms) used to collect data are governed by their own privacy policies.

Your Rights

You may request access, correction, or deletion of your personal information by contacting us. We will respond according to applicable institutional practices and data protection standards.

Consent

By using the Directorate of Research website or submitting information through our services, you agree to the collection and use of your information as described in this policy.

Updates

This Privacy Policy may be updated as needed to reflect changes in practices, technologies, or legal requirements. We recommend reviewing it periodically.