Indian Society of Artificial Intelligence and Law Charitable Trust
8/12, Patrika Marg, Civil Lines, Prayagraj, Uttar Pradesh, India - 211001.

January 12, 2023

Guidelines on Presence and Activities in Online Groups and Workspaces (Revised as of January 12, 2023)

These guidelines are issued by the Indian Society of Artificial Intelligence and Law (the "Organization") to provide guidance to its members and office bearers on the protection of information security, privacy, and data management. The guidelines are intended to be in compliance with applicable Indian laws and regulations, including the Information Technology Act, 2000, and other relevant laws applicable in the Republic of India.

Definitions

For the purposes of these guidelines, the following terms shall have the following meanings:

- "Confidential Information" shall mean any information that is not publicly known and that is designated as confidential by the Organization or by law.
- "Personal Data" shall mean any data relating to a living individual who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, a location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.
- "Online Workspaces" shall mean any online platform or platform used by the office bearers of the Organization and its members for communication or collaboration, such as WhatsApp, Slack, or Telegram.
- "Online Platforms" shall mean any online platform or platform used by the members of the Organisation for communication or collaboration, such as WhatsApp, Slack, or Telegram.

Guidelines

1. Confidentiality of Information: All members and office bearers of the Organization must maintain the confidentiality of all information that comes into their possession or control. This includes Confidential Information that is obtained from the Organization, from its members or office bearers, or from third parties.
2. Privity of Flow of Information: All members and employees of the Organization must respect the privacy of others, including the privacy of any information owned and shared by the Organization and individual members. This means that members and employees should not share Confidential Information with anyone who does not have a legitimate need to know it.
3. Undue Influence, Misappropriation of Information, and Cybercrimes: All members and employees of the Organization must avoid engaging in any activity that could violate the Information Technology Act, 2000, or any other applicable laws and regulations. This includes activities such as undue influence, misappropriation of information, and cybercrimes.

Enforcement

Any member or employee of the Organization who violates these guidelines may be subject to disciplinary action, up to and including termination of employment or membership. The Organization may also report any violations of these guidelines to the appropriate authorities.

Retrospective Application

These guidelines may be applied retrospectively to any conduct that occurred prior to the date of issuance of these guidelines, provided that such application is just, fair, and reasonable.

The Organization is committed to protecting the confidentiality of information, privacy, and data management. These guidelines are designed to help the Organization achieve this goal. All members and office bearers of the Organization are expected to comply with these guidelines.