



# SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

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www.swashodhan.org

## Data Protection Policy

### I. Purpose

- To ensure the responsible handling, processing, and safeguarding of personal data in compliance with applicable data protection laws (e.g., GDPR, local data protection regulations).
- To protect the privacy rights of individuals whose data is collected and processed by the NGO.

### II. Scope

- This policy applies to all staff, volunteers, board members, and third parties who handle personal data on behalf of the NGO and covers all personal data processed by the organization.

### III. Definitions

1. **Personal Data:** Any information relating to an identified or identifiable individual (e.g., name, contact information, ID numbers).
2. **Data Processing:** Any operation performed on personal data, including collection, storage, retrieval, use, sharing, and deletion.
3. **Data Subject:** An individual whose personal data is processed by the NGO.

### IV. Legal Framework

- This policy is guided by applicable data protection laws and regulations, including but not limited to the General Data Protection Regulation (GDPR) and other relevant local laws.

### V. Data Collection and Processing

- Personal data shall be collected only for legitimate purposes related to the NGO's mission.
- Data collection forms must inform individuals about the purpose of data collection, their rights, and how their data will be used.
- Consent must be explicitly obtained when required, and individuals must have the ability to withdraw their consent at any time.



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## VI. Data Storage and Security

- Personal data must be stored securely using appropriate safeguards, including encryption and restricted access.
- Staff must be trained on best practices for data security, including the importance of strong passwords and recognizing phishing attempts.
- Regular risk assessments shall be conducted to identify and mitigate potential security vulnerabilities.

## VII. Data Sharing and Disclosure

- Personal data shall not be shared with any third parties without the consent of the data subject, except where required by law or in compliance with contractual obligations.
- Data sharing agreements must be in place with any third-party service providers that process personal data on behalf of the NGO.

## VIII. Rights of Data Subjects

- Individuals have the right to access their personal data and request corrections, deletions, or data portability.
- The NGO shall respond to requests from data subjects promptly and within the statutory time frame.

## IX. Data Breach Management

- In the event of a data breach, the NGO must take immediate action to mitigate harm and notify affected individuals and relevant authorities as required by law.
- Maintain a data breach response plan that outlines procedures for identifying, reporting, and managing breaches.

## X. Data Retention and Deletion

- Personal data shall be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law.
- Procedures must be in place for the secure deletion of personal data once the retention period has expired.



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## XI. Training and Awareness

- All staff and volunteers shall receive training on data protection principles, policies, and best practices.
- Regular updates and refresher training sessions should be conducted to keep staff informed about evolving data protection requirements.

## XII. Monitoring and Review

- The policy will be monitored regularly for compliance and effectiveness.
- Annual reviews of this policy will be conducted to ensure it remains relevant and aligned with current laws and organizational changes.

## XIII. Responsible Person

- Designate a Data Protection Officer (DPO) or a responsible person for overseeing data protection compliance and serving as a point of contact for data subjects.

**Employee**

**Administrator**

**Date:**