

DATA PROTECTION POLICY

SHREEL FOUNDATION



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DATA PROTECTION POLICY

At **Shreel Foundation**, the privacy and security of personal data is of utmost importance. As a people-centric, community development organization, we are committed to ensuring that the personal data of our stakeholders including beneficiaries, donors, staff, volunteers, consultants, and partner organizations is collected, used, stored, and shared with the highest standards of confidentiality, responsibility, and compliance.

This policy applies to all data handled by Shreel Foundation, regardless of the format or whether the individual is a current, former, or prospective stakeholder.

1. Principles of Data Protection

In line with global best practices and applicable laws, including the GDPR (General Data Protection Regulation), Shreel Foundation adheres to the following principles:

1.1 Lawfulness, Fairness, and Transparency

- We collect and process personal data lawfully and transparently.
- Data is used for clearly defined purposes such as:
 - Consent from the data subject
 - Program implementation
 - Legal obligations
 - Public interest
 - Legitimate operational needs

1.2 Consent

- Informed and explicit consent is obtained before collecting personal data.
- Consent is documented and can be withdrawn by the data subject at any time.

1.3 Transparency

- Clear, accessible privacy notices are provided to all data subjects.

1.4 Purpose Limitation

- Data is collected strictly for programmatic, legal, or administrative purposes only.

1.5 Data Minimisation

- Only essential data is collected.
- Data is deleted or anonymized when no longer required.

1.6 Accuracy

- Reasonable steps are taken to ensure data is accurate and updated.

1.7 Storage Limitation

- Data is retained only as long as necessary, based on legal and programmatic needs.

1.8 Security and Confidentiality

- Appropriate technical and administrative safeguards are in place to prevent unauthorized access, disclosure, or loss.
- Access to data is role-based and regulated.

2. Data Breaches

- All data breaches must be reported immediately to the designated authority.
- If necessary, data subjects and authorities will be informed promptly.

3. Cross-Border Data Transfers

If any personal data is transferred outside India, it will be done only with proper safeguards and in line with applicable laws.

4. Rights of Data Subjects

Individuals have the right to:

- Access their personal data
- Request correction or deletion
- Object to processing
- Withdraw consent at any time

5. Accountability

Shreel Foundation ensures compliance by adopting:

- Effective data handling protocols
- Periodic reviews
- Appointing data protection coordinators if necessary

6. Record-Keeping

Accurate records of all data processing activities are maintained.

7. Training and Awareness

All staff, volunteers, and partners receive orientation and regular training on data protection practices.

8. Direct Communication and Marketing

Outreach or promotional communication (SMS, email, phone, etc.) will comply with privacy standards and offer clear opt-out options.

9. Data Sharing

Data is shared with third parties (e.g., funders, auditors, researchers) only under strict confidentiality agreements.

10. Policy Review and Amendments

- This policy will be reviewed annually or when required.
 - All changes will be communicated to relevant stakeholders and personnel.
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11. Compliance

- All personnel must comply with this policy.
- Breach of policy may result in disciplinary or legal action.

Approved by
Secretary, Shreel Foundation
Dated: 21.05.2024