



PADALA CHARITABLE TRUST

DATA PROTECTION

POLICY



1. Objective

1.1 The Data Protection Policy of **PADALA CHARITABLE TRUST** is established to safeguard the personal data of employees, beneficiaries, volunteers, donors, and any other individuals associated with the organization.

1.2 This Policy aims to ensure compliance with relevant data protection laws, maintain confidentiality, and uphold the highest standards of data security.

2. Applicability

2.1 This policy applies to all individuals associated with **PADALA CHARITABLE TRUST**, including but not limited to employees, volunteers, interns, contractors, donors, and beneficiaries.

3. Definitions

3.1 Personal Data: Any information relating to an identified or identifiable individual.

3.2 Processing: Any operation or set of operations performed on personal data, whether by automated means or not.

4. Data Collection and Use

4.1 **PADALA CHARITABLE TRUST** will only collect personal data that is necessary for legitimate purposes, such as program delivery, donor management, volunteer coordination, and compliance with legal obligations.

4.2 Personal data will be collected directly from individuals wherever possible, and consent will be obtained for the specific purposes of data collection.

4.3 Personal data will only be used for the purposes for which it was collected, unless explicit consent is obtained for other uses or as permitted by law.

4.4 HOW IS DATA COLLECTED?

This section explains how the organization gathers your information. This is done through

- Website forms or surveys,
- Email or phone calls or text messages, and
- Financial transactions

4.5 WHY IS DATA COLLECTED?

In this section of the policy, you will find the purpose of collecting your data.

- Overall understanding of an individual
- Detect risks or fraud
- Enhance Decision-Making for HR and Management

5. Data Storage and Security

5.1 Personal data will be stored securely using appropriate technical and organizational measures to prevent unauthorized access, disclosure, alteration, or destruction.

5.2 Access to personal data will be restricted to authorized personnel who require access for legitimate purposes.

5.3 Personal data will be retained only for the period necessary to fulfill the purposes for which it was collected or as required by law. Upon expiry of the retention period, data will be securely deleted or anonymized.

6. Data Access and Rights of Individuals

6.1 Individuals have the right to access their personal data held by PADALA CHARITABLE TRUST . Requests for access should be made in writing to the Executive Director.

6.2 Individuals have the right to request correction of inaccurate or incomplete personal data. Requests for correction should be directed to the Executive Director.

6.3 Individuals have the right to request deletion of their personal data under certain circumstances, such as when the data is no longer necessary for the purposes for which it was collected.

6.4 Individuals have the right to object to the processing of their personal data and to withdraw consent at any time. Such requests will be honored to the extent required by law.

7. Data Sharing and Transfer

7.1 PADALA CHARITABLE TRUST will not disclose or transfer personal data to third parties without consent, except where necessary for legitimate purposes or as required by law.

7.2 When personal data is shared with third parties, appropriate contractual safeguards will be implemented to protect the data.

7.3 Transfers of personal data outside of India will be conducted in accordance with applicable data protection laws and with appropriate safeguards in place.

8. Data Breach Response

8.1 PADALA CHARITABLE TRUST will maintain a data breach response plan to address any unauthorized access, disclosure, or loss of personal data.

8.2 In the event of a data breach, PADALA CHARITABLE TRUST will promptly investigate, assess the risk to individuals, and take appropriate measures to mitigate the impact.

8.3 Individuals and relevant authorities will be notified of data breaches as required by law.

9. Training and Awareness

9.1 PADALA CHARITABLE TRUST will provide regular training and awareness programs to personnel on data protection principles, policies, and procedures.

9.2 Personnel will be educated on their responsibilities for protecting personal data and reporting any suspected violations or breaches.

10. Monitoring and Compliance

10.1 PADALA CHARITABLE TRUST will monitor compliance with this Policy and conduct audits and assessments to ensure adherence to applicable laws and regulations.

10.2 Violations of this Policy may result in disciplinary action, including termination of employment or contract.

11. Exception

11.1 Exceptions to this Policy may be made only when required by law or with approval from the Executive Director.

12. Interpretation

12.1 Matters not specifically addressed in this Policy will be handled by the Executive Director in consultation with legal counsel.

12.2 The interpretation of this Policy rests exclusively with **PADALA CHARITABLE TRUST**.

13. Effective Date

13.1 This Policy supersedes all previous data protection policies and is effective immediately upon approval by the Executive Director and effective from **25-10-2024**.