



Rudransh Education & Welfare Foundation

Data Protection & Privacy Policy

Rudransh Education & Welfare Foundation

1. Purpose

Rudransh Education & Welfare Foundation is committed to protecting the privacy, confidentiality, and security of all personal and sensitive data collected, processed, stored, or shared during the course of its programs and operations.

This policy establishes clear principles and procedures for responsible data handling and ensures compliance with applicable data protection, privacy, and ethical standards followed by NGOs, CSR partners, and donors.

2. Scope & Applicability

This policy applies to:

- Trustees, Core Team members, employees**
- Consultants, interns, volunteers**
- Partner organizations, vendors, and service providers**
- Digital platforms, databases, and physical records**



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The policy covers both digital and physical data collected through programs, surveys, trainings, website forms, donor communications, and field operations.

3. Types of Data Covered

3.1 Personal Data

- **Name, age, gender, address, contact details**
- **Educational, occupational, and socio-economic details**

3.2 Sensitive Data

- **Financial and banking information**
- **Identity documents (if collected for program purposes)**
- **Health-related or vulnerability information (where applicable)**

3.3 Beneficiary & Farmer Data

- **Baseline and endline survey data**
- **Cropping patterns, landholding details, income indicators**
- **Program participation records**

3.4 Donor & Partner Data

- **Contact and communication records**



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- **Financial contributions and reporting data**

3.5 Website & Digital Data

- **Online form submissions**
 - **Email inquiries**
 - **Website analytics (non-identifiable)**
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4. Principles of Data Collection

The Foundation follows these core principles:

- **Lawfulness & Fairness:** Data collected only for legitimate program and organizational purposes
 - **Purpose Limitation:** Data used strictly for stated objectives
 - **Data Minimization:** Only necessary data shall be collected
 - **Accuracy:** Reasonable steps taken to ensure data accuracy
 - **Consent:** Informed consent obtained wherever applicable
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5. Consent & Beneficiary Rights



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- **Beneficiaries and stakeholders shall be informed about the purpose of data collection**
 - **Consent may be written, digital, or verbal (documented)**
 - **Individuals have the right to:**
 - **Access their data**
 - **Request correction**
 - **Withdraw consent (subject to program requirements)**
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6. Data Storage & Security Measures

6.1 Digital Security

- **Password-protected systems and devices**
- **Restricted access based on roles**
- **Regular data backups**

6.2 Physical Security

- **Secure storage of paper records**
- **Controlled access to files and documents**

6.3 Confidentiality



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All persons handling data shall sign confidentiality undertakings where applicable.

7. Data Access & Use

- **Access limited to authorized personnel only**
 - **Data used solely for program implementation, monitoring, reporting, and compliance**
 - **Prohibition on personal or commercial use of data**
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8. Data Sharing & Disclosure

Data may be shared only:

- **With donor agencies for reporting purposes**
- **With government authorities as required by law**
- **With partners strictly for approved program activities**

All third parties must follow confidentiality and data protection obligations.

9. Data Retention & Disposal

- **Data retained only as long as necessary**



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- **Secure deletion of digital records**
 - **Shredding or safe disposal of physical records**
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10. Data Breach & Incident Management

In case of data breach, loss, or unauthorized access:

- **Immediate containment and assessment**
 - **Internal reporting to management**
 - **Corrective and preventive actions**
 - **Donor and authority notification where required**
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11. Data Protection Officer / Authority

The Foundation shall designate a responsible officer or authority to:

- **Oversee implementation of this policy**
 - **Monitor compliance**
 - **Address grievances related to data privacy**
 - **Coordinate corrective actions**
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12. Website Privacy & Cookies



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- **Website shall collect minimal data**
 - **No unauthorized tracking or misuse**
 - **Third-party tools used responsibly**
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13. Training & Awareness

- **Regular staff orientation on data protection**
 - **Awareness for field teams handling sensitive data**
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14. Non-Compliance & Disciplinary Action

Violation of this policy may result in:

- **Disciplinary action**
 - **Termination of association**
 - **Legal action where applicable**
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15. Approval & Review

This policy is approved by the Board of Trustees and shall be reviewed periodically to ensure relevance, compliance, and effectiveness.