



Data Protection Policy

Effective Date: [01/04/2023]

Introduction:

Rushabh Foundation Charitable Trust (the "Trust") recognizes the importance of protecting personal data and is committed to ensuring the privacy, confidentiality, and security of the data it collects, processes, and stores. This Data Protection Policy (the "Policy") outlines the guidelines and procedures for the collection, use, storage, and disclosure of personal data by the Trust. The Policy applies to trustees, employees, volunteers, contractors, and any other individuals representing or acting on behalf of the Trust (collectively referred to as "Individuals").

1. Compliance with Data Protection Laws:

- 1.1. The Trust is committed to complying with all applicable data protection laws and regulations, including but not limited to the General Data Protection Regulation (GDPR) and any local data protection laws.
- 1.2. Individuals must familiarize themselves with the relevant data protection laws and regulations and adhere to the principles outlined in this Policy.

2. Collection and Use of Personal Data:

- 2.1. The Trust will only collect personal data that is necessary for the lawful purposes of its activities and operations.
- 2.2. Personal data will be collected and used with the knowledge and consent of the individuals concerned, and individuals will be informed of the purpose for which their data is being collected.
- 2.3. The Trust will ensure that personal data collected is accurate, up-to-date, and relevant to the purpose for which it is being processed.

3. Data Security:

- 3.1. The Trust will implement appropriate technical and organizational measures to protect personal data from unauthorized access, loss, misuse, disclosure, alteration, or destruction.
- 3.2. Access to personal data will be limited to authorized individuals who have a legitimate need to access such data for the purpose of carrying out their duties.
- 3.3. The Trust will regularly review and update its data security measures to ensure their effectiveness and compliance with best practices.

4. Data Retention:

- 4.1. The Trust will retain personal data only for as long as necessary to fulfill the purposes for which it was collected, or as required by law.
- 4.2. Personal data that is no longer needed will be securely disposed of or anonymized to prevent unauthorized identification.



5. **Data Sharing and Disclosure:**

- 5.1. The Trust will only share personal data with third parties when necessary and in compliance with applicable data protection laws.
- 5.2. Personal data will only be disclosed to third parties with the knowledge and consent of the individuals concerned or when required by law.
- 5.3. The Trust will enter into data processing agreements or other appropriate contractual arrangements with third parties to ensure the protection and confidentiality of personal data.

6. **Individual Rights:**

- 6.1. The Trust acknowledges and respects the rights of individuals regarding their personal data, including the right to access, rectify, erase, restrict processing, and object to the processing of their personal data.
- 6.2. Individuals can exercise their rights by contacting the Trust's designated person or authority responsible for data protection.

7. **Data Breach Response:**

- 7.1. The Trust will establish and maintain procedures for detecting, reporting, and responding to data breaches in accordance with applicable laws and regulations.
- 7.2. In the event of a data breach, the Trust will promptly assess the extent and impact of the breach, take appropriate measures to mitigate the risks, and notify the affected individuals and relevant authorities as required by law.

8. **Data Protection Officer:**

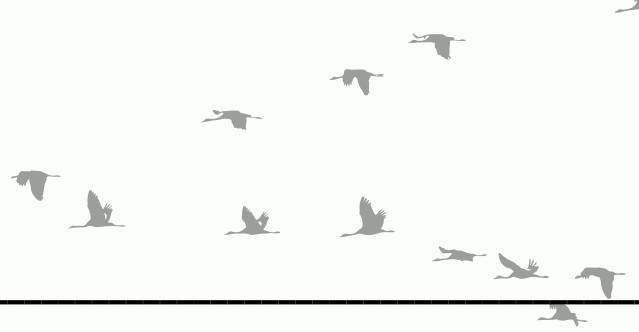
- 8.1. The Trust will appoint a Data Protection Officer (DPO) responsible for overseeing the implementation of this Policy, ensuring compliance with data protection laws, and serving as the point of contact for data protection matters.

9. **Training and Awareness:**

- 9.1. The Trust will provide training and awareness programs to educate individuals about data protection principles, their responsibilities under this Policy, and the importance of protecting personal data.
- 9.2. Individuals will be required to participate in data protection training and demonstrate their understanding of the Policy.

10. **Policy Review:**

- 10.1. The Trust will periodically review and update this Data Protection Policy to ensure its continued effectiveness and compliance with applicable laws and regulations.



Conclusion:

This Data Protection Policy reflects Rushabh Foundation Charitable Trust's commitment to protecting the privacy, confidentiality, and security of personal data. By adhering to the principles outlined in this Policy, we can maintain the trust and confidence of individuals whose data we process and ensure compliance with applicable data protection laws.

By signing below, I acknowledge that I have received, read, and understood the Rushabh Foundation Charitable Trust Data Protection Policy and agree to comply with its provisions and guidelines.

[Individual's Name]

[Individual's Position/Role]

[Date]

