

## DEVI Sansthan

### Data Protection Policy

#### 1. Introduction

DEVI Sansthan is committed to protecting the privacy and security of all personal data it collects, processes, and stores, particularly data related to school children, exam results, and digital content. This Data Protection Policy outlines our approach to ensuring compliance with applicable data protection laws and regulations, including the **General Data Protection Regulation (GDPR)** and other relevant frameworks.

This policy applies to all employees, volunteers, consultants, contractors, partners, and any other individuals or entities associated with DEVI Sansthan who handle personal data.

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#### 2. Purpose

The purpose of this policy is to:

- Ensure the secure and ethical handling of personal data.
  - Protect the privacy and rights of individuals whose data we process.
  - Comply with applicable data protection laws and regulations.
  - Minimize the risk of data breaches and unauthorized access.
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#### 3. Scope

This policy applies to:

- All personal data collected, processed, and stored by DEVI Sansthan, including but not limited to:
    - School children's personal information (e.g., names, ages, addresses, contact details).
    - School exam results and academic records.
    - Digital content, including images, videos, and online learning materials.
  - All employees, volunteers, consultants, contractors, and partners who handle personal data.
  - All systems, devices, and platforms used to store or process personal data.
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#### 4. Definitions

1. **Personal Data:** Any information that can directly or indirectly identify an individual (e.g., name, address, exam results, photos).
  2. **Data Processing:** Any operation performed on personal data, including collection, storage, use, and deletion.
  3. **Data Controller:** The entity that determines the purpose and means of processing personal data (DEVI Sansthan ).
  4. **Data Processor:** Any third party that processes personal data on behalf of the data controller.
  5. **Data Breach:** Unauthorized access, disclosure, or loss of personal data.
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#### 5. Principles of Data Protection

DEVI Sansthan adheres to the following principles when processing personal data:

1. **Lawfulness, Fairness, and Transparency:** Personal data will be processed lawfully, fairly, and transparently.
  2. **Purpose Limitation:** Data will be collected only for specified, explicit, and legitimate purposes.
  3. **Data Minimization:** Only the minimum amount of data necessary for the intended purpose will be collected.
  4. **Accuracy:** Personal data will be kept accurate and up to date.
  5. **Storage Limitation:** Data will be retained only for as long as necessary.
  6. **Integrity and Confidentiality:** Data will be processed securely to protect against unauthorized access, loss, or damage.
  7. **Accountability:** DEVI Sansthan will demonstrate compliance with data protection principles.
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#### 6. Data Collection and Use

1. **Consent:**
  - For children's data, consent will be obtained from parents or legal guardians.
  - Consent will be explicit, informed, and documented.
2. **Purpose of Data Collection:**
  - Personal data will be collected only for specific purposes, such as:
    - Managing school programs and activities.
    - Tracking academic performance and exam results.
    - Creating and distributing digital content for educational purposes.



### 3. Data Sharing:

- Personal data will not be shared with third parties without explicit consent, except where required by law.
  - Third-party processors (e.g., cloud service providers) must comply with this policy and applicable data protection laws.
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## 7. Data Security Measures

DEVI Sansthan will implement the following measures to protect personal data:

### 1. Technical Measures:

- Use of encryption for data storage and transmission.
- Regular software updates and security patches.
- Secure access controls (e.g., strong passwords, multi-factor authentication).

### 2. Organizational Measures:

- Regular training for staff and volunteers on data protection.
- Clear guidelines on handling personal data.
- Restricted access to personal data on a need-to-know basis.

### 3. Physical Measures:

- Secure storage of physical records (e.g., locked filing cabinets).
  - Controlled access to offices and storage areas.
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## 8. Data Retention and Deletion

### 1. Retention Period:

- Personal data will be retained only for as long as necessary to fulfill the purpose for which it was collected.
- Exam results and academic records will be retained for a period specified by applicable laws or organizational policies.

### 2. Deletion:

- Once the retention period expires, personal data will be securely deleted or anonymized.
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## 9. Data Breach Response

### 1. Reporting:

- Any suspected or actual data breach must be reported immediately to the Data Protection Officer (DPO).

### 2. Investigation:

- The DPO will investigate the breach and take steps to mitigate its impact.

### 3. Notification:

- If required by law, affected individuals and relevant authorities will be notified of the breach.
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## 10. Roles and Responsibilities

### 1. Data Protection Officer (DPO):

- Oversee compliance with this policy and applicable data protection laws.
- Act as the point of contact for data protection inquiries and concerns.

### 2. Employees and Volunteers:

- Handle personal data in accordance with this policy.
- Report any data protection concerns or breaches to the DPO.

### 3. Third-Party Processors:

- Comply with this policy and provide evidence of data protection measures.
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## 11. Training and Awareness

DEVI Sansthan will provide regular training to staff and volunteers on data protection principles, policies, and procedures.

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## 12. Review and Updates

This policy will be reviewed annually to ensure its effectiveness and compliance with evolving laws and regulations.

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### 13. Commitment

DEVI Sansthan is committed to protecting the privacy and security of personal data. We recognize the importance of safeguarding the information entrusted to us and will continue to uphold the highest standards of data protection.

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### Approved by the Governing Board at its meeting held on

This policy will be communicated to all employees, volunteers, partners, and stakeholders to ensure widespread understanding and adherence.



Nixon Joseph  
Group Director  
DEVI Sansthan

