



SISTRY FOUNDATION

Data Protection Policy

1. Purpose & Commitment

SISTRY FOUNDATION works with rural and tribal communities in Purba Bardhaman district on agriculture and livelihood programs. The Foundation collect personal data only to serve its beneficiaries, donors, volunteers, and staff ethically. This policy commits us to protect all personal and sensitive information in line with the Digital Personal Data Protection Act, 2023 of India and good NGO practices.

2. Principles SISTRY FOUNDATION Follow

- ❖ **Lawful & Fair Use:** Data is collected with consent and used only for stated purposes like program delivery, reporting to donors, and statutory compliance.
- ❖ **Data Minimisation:** We collect only what is necessary - name, contact, age, Aadhaar last 4 digits if required for govt schemes, health info for medical camps, etc.
- ❖ **Accuracy:** Records are updated regularly. Beneficiaries can request corrections.
- ❖ **Storage Limitation:** Data is kept only as long as needed for projects, audits, or legal requirements, then securely deleted.
- ❖ **Security:** Physical files are locked. Digital data is stored with password protection, access controls, and regular backups.

3. What Data SISTRY FOUNDATION Collect

- ❖ **Beneficiaries:** Name, age, gender, address, mobile number, caste category for govt schemes, health records from camps, school details for education projects.
- ❖ **Donors/Partners:** Name, email, phone, PAN for 80G receipts, donation amount.
- ❖ **Staff/Volunteers:** Contact details, ID proof, bank details for stipend, training records.
- ❖ Sensitive data like medical details or Aadhaar is collected only with explicit consent and extra safeguards.

4. How Data Is Used

Data is used for: delivering project services, impact reporting to funders, filing statutory returns, internal monitoring, and communication about programs. We never sell or rent personal data. Data is not shared outside India except with donors/auditors who sign confidentiality agreements.

5. Consent & Rights of Individuals

Consent is taken in writing or verbally with documentation before collecting data, especially from tribal communities. Every person has the right to:

- Know what data we hold about them
- Request correction or update
- Ask for deletion once purpose is fulfilled
- Withdraw consent at any time

Requests can be sent to our Data Protection Officer at the Purba Bardhaman office.

6. Security Measures

- ❖ Access to beneficiary databases is restricted to authorized project staff only.
- ❖ Computers use strong passwords and updated antivirus.
- ❖ Paper forms are stored in locked cabinets at our registered office.

**Registered Office: Prangopal Nagar,
P.O. - Nabadwip, Nadia, Pin-741302**

**SARATHI COMPLEX, Room No.102,
Vill: Suluntu ,P.O.-Parulia (Purbasthali-II),
Dist.-Purba Bardhaman, Pin-713513**

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- ❖ Staff receive training on data privacy during onboarding.
- ❖ In case of a data breach, affected individuals and authorities will be informed within 72 hours.
- ❖ The staffs of the organization will have to only use official pen drive; any personal pen drive or any other storage device is strictly prohibited in the office campus. **(Amended on 21/07/2026 vide Resolution No.- 182.)**
- ❖ If it is found that any staff has stolen data from official computer or hard copy data he/she will be punished. He/she will be immediately terminated from his/her post without showing any notice. **(Amended on 21/07/2026 vide Resolution No.- 182.)**

7. Third-Party Sharing

We share data only with: government departments for scheme benefits, auditors, bank for payments, and donor agencies for project reports. All third parties must agree to keep data confidential and use it only for agreed purposes.

8. Policy Review

This policy is reviewed yearly by SISTRY FOUNDATION's Managing Committee and updated as per new laws .

9. Approval

This Data Protection Policy has been formally reviewed and approved by the competent authority of SISTRY FOUNDATION, ensuring that it aligns with the organization's governance framework and operational requirements.

The policy shall come into effect from the its official adoption dated **10/10/2023** and will be binding on all staff, stakeholders, and vendors associated with the organization.

The approval shall be documented with the signature of the authorized signatory along with the date, and the policy will be circulated for implementation across the organization.

Digitally Signed By
Tarun Kumar Ray
Executive Director
SISTRY FOUNDATION
Date: 12/08/2026