

# Data Protection Policy for digital-works

## Purpose

This policy outlines how digital-works collects, processes, and protects personal data of staff, volunteers, donors, and beneficiaries in compliance with applicable data protection laws.

## Scope

This policy applies to all employees, volunteers, and third parties who process personal data on behalf of digital-works.

## Definitions

- **Personal Data:** Any information that relates to an identified or identifiable individual.
  - **Processing:** Any operation performed on personal data, including collection, storage, adaptation, and deletion.
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## Data Collection

1. **What Data is Collected:**
  - Personal identifiers (e.g., names, addresses, contact information)
  - Financial information for donation processing
  - Health information (if necessary for specific programs)
2. **How Data is Collected:**
  - Through online forms, surveys, and registration documents.
  - Direct interactions with beneficiaries (in-person or via phone).
3. **Purpose of Data Collection:**
  - To provide services to beneficiaries.
  - To manage communication with beneficiaries.

## Legal Basis for Processing

Data will be processed based on one or more of the following:

- Consent: Individuals have given clear consent for us to process their personal data.
  - Contract: Processing is necessary for the performance of a contract with the individual.
  - Legal obligation: Processing is necessary for compliance with a legal obligation.
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## **Data Storage and Security**

- 1. Storage:**
  - Personal data will be stored securely using password-protected databases and physical security measures for hard copies.
- 2. Data Security Measures:**
  - Regular staff training on data protection.
  - Use of encryption for sensitive data.
  - Limited access to personal data on a need-to-know basis.
- 3. Data Retention:**
  - Personal data will be retained only as long as necessary for the purposes for which it was collected. After this period, it will be securely deleted or anonymized.

## **Data Rights**

Individuals have the following rights regarding their personal data:

- The right to access personal data held about them.
- The right to rectify inaccurate data.
- The right to have their data erased (the "right to be forgotten").
- The right to restrict processing of their data.
- The right to data portability.

## **Data Sharing**

- 1. Sharing with Third Parties:**
  - Personal data will not be shared with third parties without explicit consent, except for legal obligations.
- 2. Third-Party Processors:**
  - Contracts will be in place with any third parties that process personal data on our behalf to ensure compliance with data protection laws.

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## **Breach Notification**

In the event of a data breach:

- The Data Protection Officer (DPO) will be notified immediately.
- Affected individuals will be informed without undue delay, and appropriate steps will be taken to mitigate the breach.

## **Review and Updates**

This policy will be reviewed annually or as necessary to ensure compliance with changing laws and regulations.

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