

DATA PROTECTION POLICY

Data Protection Policy 2019-20

ASWASRO

Association for Social Work and Social Research in Orissa

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INTRODUCTION:

ASWASRO is a grassroots ASWASRO, got registered in the year 2001 and closely works with the vulnerable communities and empowers the socially marginalized Scheduled tribe, Scheduled Caste, migrants, minorities, children, women, youth and vulnerable people in Odisha. ASWASRO through its old age centre, the vulnerable elders get care and supports. ASWASRO marches forward with its journey towards uplifting the marginalized; it keeps on expanding its horizon of the communities it serves. In this journey, ASWASRO is well known in the locality for its programs, internal systems, ASWASRO's ethics, best practices and sustainability models. ASWASRO collaborates with the communities, specially the vulnerable groups for their upliftment.

VISION: A Society Based on Profound Human Values and respect for each individual life whatever his/her own physical, mental & social abilities.

MISSION: Working with disabled and weaker section of society in a mutual sharing of strength and to build a more equitable and human society.

Focused Activities:

- Women and tribal empowerment, Livelihood linkage/Financial inclusion
- Natural Resource Management
- Health, education and Disability Rights
- Skills development for employment and education
- Water, sanitation and Hygiene Promotion
- Climate Smart agriculture

DATA PROTECTION POLICY:

A data protection policy is the ideal place to address that, explaining in simple terms how the GDPR applies to employees and what their obligations are. ASWASRO's policies are at the heart of its programmatic and developmental operations. A data protection policy is an internal document that serves as the core of ASWASRO's compliance practices. It explains requirements to employees' commitment to compliance. The data protection policy doesn't need to provide specific details on how ASWASRO will meet the Regulation's requirements, as these has been covered in ASWASRO's procedures. However, the General Data Protection Regulation (GDPR) isn't just about implementing technological and organisational measures to protect the information we store. We also demonstrate our compliance, which is why data security policies are essential. This policy is part of ASWASROs' wider commitment to accountability of the GDPR.

ASWASROs' **Data protection policies serve three goals.** First, it provides the groundwork from which ASWASRO can achieve GDPR compliance. The second goal: to make the GDPR understandable to your staff. Remember, most people responsible for compliance aren't data protection experts and won't have

pored over the Regulation's principles to understand why these rules are in place. Finally, data protection policies prove that organisations are committed to GDPR compliance.

PURPOSE OF THIS POLICY: The purpose of the policy: This serves as our introduction, explaining the policy's relation to the GDPR, the importance of compliance and why the policy is necessary. This Policy sets out how the organisation will process the personal data of its staff, ASWASRO, suppliers and other third parties. This Policy applies to all personal data that the organisation processes regardless of the format or media on which the data are stored or who it relates to.

SCOPE OF THIS POLICY: The Policy applies to all members of staff employed by ASWASRO, including honorary staff/associates, contractors, or interns who are carrying out work on behalf of ASWASRO.

Compliance with this Policy and the related policies and procedures is mandatory. Any breach of this Policy and any related policies and procedures may result in disciplinary action.

The Information Governance Manager and Data Protection Officer is responsible for overseeing the implementation and review of this Policy (and the related policies and procedures).

The Data Protection Policy forms part of ASWASRO's policies and governance, and be treated in the same way. It is introduced to staff and they will read it. All staff must be required to adhere to it, for example, as part of ASWASRO's staff handbook.

This Data Protection Toolkit offers practical advice and guidance to implementing the General Data Protection Regulation (GDPR) in our community around the organization. Data protection covers everyone about whom we keep personal data. This includes employees, volunteers, service users, members, supporters and donors.

DATA PROTECTION PRINCIPLES: The GDPR is based on a set of core principles that the University must observe and comply with at all times from the moment that personal data are collected until the moment that personal data are archived, deleted or destroyed.

1. Processed lawfully, fairly and in a transparent manner (Lawfulness, fairness and transparency)
2. Collected only for specified, explicit and legitimate purposes (Purpose limitation)
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which it is to be processed (Data minimization)
4. Accurate and where necessary kept up to date (Accuracy)
5. Not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed (Storage limitation)
6. Processed in a manner that ensures its security using appropriate technical and organizational measures to protect against unauthorized or unlawful processing and against accidental loss, destruction or damage (Security, integrity and confidentiality)

COMPUTER BASED DATA PROTECTION:

ASWASRO seeks to effectively manage the computer system for guiding the use, maintenance and security of the computer equipment. Employees are responsible for ensuring that the procedures and policies suggested here are followed.

USE

Using computer equipment requires special care because of its fragility and high cost. Access to the equipment should thus be strictly reserved to ASWASRO employees only. The employees who are unable to handle commonly used software will be given an orientation by the senior staff on request. At least one ASWASRO employee will be trained in handling minor maintenance of computers and accessories at Security

a) In order the office.

b) To safeguard the computers against viruses, the external drives (CDs/DVDs/floppies/pen drives) already at ASWASRO office are only to be used. In the same way, no external drive from any source other than from sealed packets shall be used in the computers, unless it is first scanned with latest anti-virus software.

b) In order to safeguard computers from viruses, antivirus software has been installed in the computers. The virus list for this program should be updated on a regular basis. It is a duty of the employee who has been assigned a computer to update the virus list on her / his computer.

c) There should be at least two backups of all important documents. One copy should be on the hard disk of the computer assigned to the concerned employee and a second copy on a CD/DVD kept in the office.

d) The computers of the organization should normally be used by its employees. Consultants and volunteers should seek prior permission of organization employee before using his/her computer in the office.

Saving documents in the Computers: In order to streamline the procedure to save documents in the computers and to make it easier for people to find documents and make back-ups of important documents, each employee should have a c:/my documents directory in his/her computer. This directory should be broken down into sub-directories to facilitate retrieval of important documents. Each employee will include a copy of all their important documents to be backed up on a directory entitled backup.

Back-ups of Documents: In order to safeguard important documents and other work done by the staff, the back-up directory of the employee shall be backed up on CD/DVD once every month and the CD/DVD stored by the employee

Transparency: The concept of transparency runs throughout the GDPR and requires to ensure that any information provided by ASWASRO to data subjects about how their personal data will be processed is concise, easily accessible, easy to understand and written in plain language. Where ASWASRO has not been transparent about how it processes personal data, this will call the lawfulness and fairness of the processing into question.

ASWASRO demonstrate transparency through providing data subjects with appropriate privacy notices or fair processing notices before it collects and processes their personal data and at appropriate times throughout the processing of their personal data.

R. Samant
Secretary
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