



Privacy Notice

Sulabh Jivan Foundation is deeply committed to protecting the privacy and confidentiality of all individuals who engage with our mission—including donors, volunteers, partners, and, most importantly, the beneficiaries of our social programs.

This Privacy Notice explains how we collect, process, manage, and protect your Personal Data in compliance with all applicable laws and regulations. By interacting with our website, donating, volunteering, or participating in our programs, you agree to the practices described in this notice.

1. Scope and Application

This notice applies to all forms of data we process—whether collected through our digital platforms (website, email, social media) or through physical forms collected during community-level program implementation (e.g., health camps, scholarship applications, training institutes).

2. The Personal Data We Collect

To effectively deliver our programs focused on women's health, education, and social upliftment, we may collect and process various categories of Personal Data:

- **Identity & Contact:** Name, email, phone, address, and ID proof (for records and communication).
- **Financial Data:** Payment details (for processing donations, receipts, and dispersing program funds).
- **Program & Sensitive Data:** Educational status, family status, and health information (used only for assessing eligibility and delivering specific, targeted services). **This sensitive data is handled with strict confidentiality.**

3. How We Use Your Personal Data

We use your Personal Data exclusively for purposes consistent with our non-profit mission:

- **Service Delivery:** To administer and execute our core programs, such as distributing school materials, providing health training, or managing the scholarship program in Pune and Solapur districts.
- **Fundraising & Communication:** To process your generous donations, send acknowledgements and tax receipts, provide updates on our impact, and share appeals for future support.
- **Relationship Management (Stewardship):** To manage and strengthen our relationship with you as a supporter or volunteer and provide personalized updates on the specific work you support (e.g., education, environmental drives).
- **Legal Compliance:** To comply with legal and regulatory obligations, including financial reporting, anti-money laundering checks, and audit requirements.
- **Safety and Security:** To protect the safety and well-being of our staff, beneficiaries, and assets, including our website and data infrastructure.

4. Disclosure and Sharing of Personal Data

SJF will never sell, rent, or lease your Personal Data to third parties. We only share your data in the following limited circumstances:

- **With Service Providers:** We use trusted third-party service providers (e.g., payment gateways, database management software, email marketing services) to help operate our organization. These providers are strictly bound by confidentiality agreements and are only permitted to use the data to perform the specific services we have contracted them for.
- **Legal Requirements:** If required by law, court order, or governmental authority, we may disclose your data.
- **Consent:** Where you have given your explicit consent for a specific purpose (e.g., featuring a testimonial on our website).
- **Within SJF:** Data is shared internally only among staff who require access to perform their duties (e.g., the accounting team for processing receipts, the program team for beneficiary follow-up).

5. Data Security and Protection

SJF implements appropriate technical, physical, and organizational security measures to prevent unauthorized access, accidental loss, damage, or destruction of your Personal Data. These safeguards include:

- Using secure, encrypted connections (SSL) for our website and online forms.
- Implementing strict access control policies for program data, especially sensitive information related to health and family status.
- Regularly reviewing our security infrastructure and partnering only with vendors who meet high security standards.

6. Data Retention

We retain your Personal Data only for as long as necessary to fulfill the purposes for which it was collected, including for satisfying any legal, accounting, or reporting requirements. When data is no longer needed, we take reasonable and secure steps to dispose of it.

7. Your Privacy Rights

As a Data Principal, you have the right to:

- **Access:** Request a copy of the Personal Data we hold about you.
- **Rectification:** Request correction or updates to any inaccurate or incomplete data we hold.
- **Withdraw Consent:** Withdraw your consent for the processing of your data at any time (where the processing relies on consent).
- **Grievance Redressal:** Lodge a complaint if you believe your privacy rights have been violated.

8. Third-Party Links

Our website may contain links to other websites, such as payment processors or social media platforms. This Privacy Notice applies only to data processed by Sulabh Jivan Foundation. We encourage you to review the privacy notices of any third-party websites you visit.

9. Contact Us

For any queries, requests to exercise your rights, or complaints related to this Privacy Notice or your Personal Data, please contact the designated Privacy Officer for Sulabh Jivan Foundation:

Email: sulabhjivanfoundation@gmail.com

Postal Address: At/PostVarude, Behind Union Bank of India, TalKheda, DistPune, Pin- 410 505

10. Updates to this Notice

We may update this Privacy Notice periodically to reflect changes in our practices or legal obligations. We will notify you of any significant changes by posting the updated notice on our website with a revised effective date.