

	<h2>Data Protection and Privacy Policy</h2>		
<p><b>Approved By</b> CAHURAST Board</p>	<p><b>Document No.</b> CA/PO/05</p>	<p><b>Effective From</b> December 2017</p>	<p><b>Publication Status</b> Public <a href="http://www.cahurast.org">www.cahurast.org</a></p>

CAHURAST, Nepal follows the data protection policy respecting the privacy of any person who comes in contact and commits to protect any personal information. This policy is applicable to every employee of the organization including board members and executive members.

### Purpose

The purpose of this policy is to explain the approach to ensuring we comply with the general data protection procedure for collection of data, processing the data and store personal data in line with the **National statistics act 2015**.

### Aims

This policy ensures that CAHURAST, Nepal, our staffs, volunteers, subordinators; comply with data protection law and follow good practices; protects the rights of all data subjects; are open and transparent about how we process personal data and protect ourselves from the risk of data breach

### Management Procedures

CAHURAST, Nepal Follows following procedures to protect its data

- Any personal information submitted at CAHURAST via various mediums (phone conversation, email, online-offline forms, face-to-face conversation, surveys, event registration, contests, and so on) will only be disclosed on lawful base- consent. The information will be disclosed to an extent on the choice of the informant.
- Collecting, amending, handling, storing or disclosing personal information is the responsibility of the authorized personnel. Personal information does not apply to

information about organizations, companies and agencies but applies to named persons, such as individual volunteers or employees within organizations.

- All the information and data will be in electronic devices and written papers secured in admin department. Confidentiality and security of data is of prime importance.
- An authorized officer will be responsible for the dissemination of data.
- Photos, Financial records and other materials will be documented properly and safely.
- Data Storage Information and records relating to service users will be stored securely and will only be accessible to authorized staff and volunteers.
- Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately. CAHURAST will store at least of 5 years and in need for not more than 10 years.
- It is CAHURAST responsibility to ensure all personal and organizational data is non-recoverable from any computer system previously used within the organization, which has been passed on/sold to a third party.
- All Individuals/Service Users have the right to access the information unless it is categorically restricted.
- CAHURAST will give the responsibility to its staff to ensure that this information is kept up to date by asking data subjects whether there have been any changes.
- CAHURAST recognize the importance of protecting the privacy of children and a consent from the parents/guardians is taken before collecting any information and photographs.