



ASEEMA CHARITABLE TRUST PRIVACY POLICY

Aseema Charitable Trust

G3 Josephine Apartments, Ground Fl, Chimbai Road, Bandra West, Mumbai 400050



PRIVACY POLICY

Ownership	Operations
Forum where approved	Board of Trustees
Date of Last Approval	October 2022

BACKGROUND:

Aseema Charitable Trust (Aseema/Organisation) is a Mumbai based non-governmental organization with a mission to equip children from marginalized communities with high quality, value based education enabling development of their limitless potential. In Mumbai, Aseema works in partnership with the Municipal Corporation of Greater Mumbai (MCGM) to create centres of excellence within the public education system. In each of these schools, Aseema supports the MCGM by providing teachers who are oriented to Aseema's child friendly approach, making the learning environment stimulating and safe and creating a culture that respects the child and promotes learning.

PURPOSE:

Aseema deeply values the contributions made by its valuable donors to sustain its mission. All the financial information shared with Aseema is considered as highly confidential. The Trust only has access to/collect information that you voluntarily give us via email or other direct contact from you.

The information will be used for responding to you, regarding the reason you contacted us. It will not be shared with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Unless you ask not to, we may contact you via email in the future to tell you about new products or services, or changes to this privacy policy.

Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

POLICY:

Salient Features:

- Personal information collected from donors is used for the purpose of processing payments and communicating with donors, as well as conducting the fundraising and other operations of Aseema. This information may include name, amount donated, address, telephone number, donor comments, e-mail address, and any other personal information provided to us (“Donor Data”).
- Payment processors allow donors to donate electronically using a payment services account, a credit card, or other payment method. These processors collect certain information from donors, and their privacy policies should be consulted to determine their practices.
- Some of the purposes for which donor data may be used:
 - Distributing receipts and thanking donors for donations
 - Informing donors about upcoming fundraising and other activities
 - Internal analysis, such as research and analytics
 - Record keeping
 - Reporting to applicable government agencies as required by law
 - Surveys, metrics, and other analytical purposes
 - Other purposes related to the fundraising operations,
- Anonymous donor information may be used for promotional and fundraising activities. Comments that are provided by donors may be publicly published and may be used in promotional materials.
- Available information may be used to supplement the Donor Data to improve the information we use to drive our fundraising efforts.
- Data gathered for payment processors and other service providers is used only for the purposes described in this policy.

- The Trust is committed to protecting donor personal information from unauthorised access, alteration, disclosure, or destruction. The information may be disclosed when required by law; when needed to protect our rights, privacy, safety, property, donors, or users; and when necessary to enforce our terms of service.

Donor-related information will be retained only as needed to fulfil the purposes described in this policy unless a longer retention period is required by law or regulations. For example, tax laws in the India may require us to keep contact information and contribution level of donors on file.

Upon request, you will be intimated about what information the Trust holds about you and correct any incorrect information. Reasonable efforts will be made to delete your information if you ask us to do so, unless we are otherwise required to keep it.

REVIEW:

This policy may be amended from time to time. Changes, if any will be reflected on this page. You should periodically check this page for any changes to the current policy.