



DATA PRIVACY NOTICE

October 2024
Version: 1.0

Introduction

Saksham Yuwa Nepal, National Award Operator (the NAO, “we”, “us”) of The Duke of Edinburgh’s International Award in Nepal is a registered NGO (PAN: 603734054) in Social Welfare Council (SWC).

We are committed to keeping your personal information safe and meeting our responsibilities under privacy law.

This Privacy Notice describes how we collect and use personal information about people the NAO engages and works within our existing network, and those that visit the digital sites of the Duke of Edinburgh’s International Award Foundation (including but not limited to our website –www.doeianepal.org, www.intaward.org.uk, the Online Record Book and the Award Community). This includes, but is not limited to, personal information relating to our prospect and sub-licensed Operating Partners, participants, volunteers, and supporters.

Any organisation or person licensed to administer, manage, or coordinate the Award throughout Nepal (including without limitation Award Centers, Open Award Centers and volunteers) must comply with this Privacy Notice.]

If you have any questions regarding your personal information, please contact us using the Contact Details set out in sections below.

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1. The type of personal information we collect: We may collect and process the following personal information:

- **Participants:** Full name, email address, date of birth, address, parent/guardian’s contact details, details of Award activities, and achievements. Optional

information may include gender, nationality, profile pictures, and employment status.

- **Award Leaders, Volunteers, and Staff:** Full name, contact details, date of birth, qualifications, and details of your involvement with the Award.
 - **Website and Online Record Book (ORB) Users:** Technical information such as IP address, browser type, and browsing patterns.
2. **Where we get your personal information:** The NAO generally collects personal information directly from the relevant individual or their authorized intermediaries, for example when you sign up to one of our services or otherwise engage with us.

We may also collect personal information about you via a third party (rather than from you directly), for example when you have provided your consent for this information to be shared with us. When we do so, we will ensure that the subject of the information has been made aware of this action.

3. **Why we collect and use your personal information and our lawful bases:** We collect personal information for the following purposes:
- **Participation Management:** To manage and record participants' progress through the Award, including the completion of activities and verification of achievements.
 - **Research and Survey:** To provide robust and plausible evidence of the Award's impact globally
 - **Communications:** To send important information regarding the Award, updates, and events to participants, Award Leaders, and volunteers.
 - **Marketing:** With consent, to use participant-uploaded photographs and other media for promotional materials uploaded on Online Record Book (ORB).
 - **Training and Support:** To provide training to volunteers and Award Leaders, and maintain records of qualifications.

We process personal information based on the following lawful grounds:

- **Performance of a Contract:** Processing is necessary to manage participants' engagement in the Award, as well as to support Award Leaders and volunteers in

their roles.

- **Consent:** We rely on explicit consent to use personal information for marketing purposes, such as using participants' photographs for promotional materials.
4. **How we use and disclose personal information:** We may share personal information with the following third parties:
- **Award Network:** Information may be shared with the Foundation National Award where necessary for the administration of the Award.
 - **Service Providers:** External service providers (e.g. research consultant website hosting) may have access to personal data under strict contractual conditions.
 - **Legal Authorities:** We may be required to share personal data with law enforcement or regulatory bodies where required by law.
5. **How we store and retain your personal information:** All personal data collected and processed is securely stored in the Foundation's internal shared drives or databases including but not limited to the Online Record Book (ORB), Award Community, Google Drive and SharePoint.

The NAO will take reasonable steps to ensure there are appropriate technical controls to protect the personal information it holds from misuse and loss and from unauthorized access, modification, or disclosure. While we seek to use appropriate organizational, technical and administrative measures to protect personal information within our organisation, unfortunately no data transmission or storage system can be guaranteed to be 100% secure.

If you have reason to believe that your interaction with us is no longer secure, please immediately notify us in accordance using the information set out in the 'Contact Details' section below.

Retention periods vary depending on the type of information and the purpose for which it is used.

6. **Your rights:** Under data protection laws, you have the following rights regarding your personal information:
- **Right of Access:** To request access to your personal data.
 - **Right to Rectification:** To correct inaccurate or incomplete personal data.
 - **Right to Erasure:** To request deletion of personal data in certain circumstances.

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- **Right to Restrict Processing:** To request that we limit the processing of your personal data.
- **Right to Object:** To object to the processing of your personal data in certain circumstances.
- **Right to Data Portability:** To request the transfer of your personal data to another organization.
- **Consent** – Where we have previously obtained your consent, to withdraw that consent to processing your personal information

You may exercise these rights by contacting us using the details provided below. We will respond within one month of receiving a request.

7. **Complaints:** If you believe that the NAO has not complied with this Privacy Notice with respect to the handling of your personal information, please contact the NAO using the details set out in “Contact Details” section below. The correspondence should describe in detail the nature of the enquiry or the ways in which you believe that this Notice has not been complied with. Please also send proof of identity (citizenship card, passport or driving license)
8. **Other websites:** Our websites may contain links to other websites. Please note that when you click on one of these links, you are entering another website for which the NAO has no responsibility (even if you access the website via a link to one of our websites). We encourage you to read the privacy notices on all such websites.
9. **Contact details:** Any individual who has a question or complaint about how the NAO handles their personal information or who wishes to access or correct the personal information that the NAO holds about them should contact:

Data Protection Lead

Ms. Baybina Shrestha (Baybina.doeia@gmail.com)

10. **Update to this policy:** This Privacy Notice may change from time to time – for example, to take into account changes at International Award Foundation or to reflect changes in regulation or legislation.

Updates to this Notice will be posted on this page – please check back from time to time. We will also use reasonable efforts to inform you of any significant changes by email where appropriate