

## **Data Protection & Privacy Policy:**

The Data Protection and Privacy Policy of Action for Rural Advancement (ARA) is designed to ensure the confidentiality, integrity, and secure management of all personal, organizational, and stakeholder information collected, processed, stored, and shared through its programs and operations. The policy reflects ARA's commitment to protecting the privacy rights of beneficiaries, employees, volunteers, partners, donors, and other stakeholders while maintaining the highest standards of ethical data management.

ARA recognizes that personal data is a valuable and sensitive asset that must be handled responsibly and securely. The organization is committed to collecting and processing information only for legitimate and authorized purposes, ensuring that data is accurate, relevant, and used in accordance with applicable laws, regulations, donor requirements, and organizational policies.

The policy establishes clear guidelines for data collection, storage, access, sharing, retention, and disposal to prevent unauthorized access, misuse, loss, disclosure, alteration, or destruction of information. Appropriate administrative, technical, and physical safeguards are implemented to protect both digital and paper-based records and to ensure the security of sensitive information at all times.

Access to personal data is restricted to authorized personnel who require such information to perform their duties. All employees, consultants, volunteers, and partner organizations are expected to maintain strict confidentiality and uphold data protection principles in their daily work. Regular awareness initiatives and capacity-building measures are encouraged to strengthen compliance and promote a culture of responsible data management.

Through the implementation of this policy, ARA aims to build trust among stakeholders, protect individual privacy rights, enhance organizational accountability, and ensure the secure and ethical use of information in support of its development and humanitarian objectives.