

Privacy Policy: Earth Focus Foundation

Last Updated: March 31, 2026

1. Introduction

We are committed to protecting the privacy of our donors, beneficiaries, volunteers, and staff. This policy explains how we collect, use and share personal data in compliance with the **Digital Personal Data Protection Act, 2023** and other applicable Indian laws.

We may share personal data with trusted third-party service providers such as auditors, legal advisors, and technology providers, strictly for defined purposes and under confidentiality obligations.

2. About Earth Focus Foundation

Earth Focus Foundation, a company registered under Section 8 of the Companies Act, 2013, is committed to restoring nature and empowering forest-dwelling communities through **contextual education** and **sustainable livelihoods** in the Kanha Landscape of Central India.

Website: www.earthfocus.in

Registered Office: 245, Ramdhan, Rajlaxmi Marg, Chitnavis Layout, Civil Lines, Nagpur – 440001,

Project Office: Anandvan, Manjhi Tola, Near Mukki Gate of Kanha National Park, Dist. Balaghat-481111, Madhya Pradesh, India

2. Information We Collect

We collect only the personal data necessary for our specified purposes. This may include:

- **Identity Data:** Name, age, gender, and Aadhaar data is collected only where strictly required by law and is handled in accordance with the Aadhaar Act, 2016, including masking, secure storage, and restricted access.
- **Contact Data:** Phone number, email address, and postal address.
- **Financial Data:** Permanent Account Number (PAN) and bank details (for 80G tax-exempt donations).
- **Beneficiary Data:** Health records, educational status, or socio-economic details required for program delivery. Such data is collected with heightened safeguards and only to the extent necessary for program delivery and impact assessment.
- **Aadhaar Data:** Collected **only** when legally required for specific government-linked social welfare programs or direct benefit transfers, as per the Aadhaar Act.

Earth Focus Foundation

Registered Office :

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+91 98349 95194 | mukki@earthfocus.in

3. Purpose of Data Processing

We process your data for the following specific and lawful purposes:

- Processing and acknowledging donations.
- Issuing tax-exemption certificates (Form 10BE) under the Income Tax Act and comply with statutory obligations under the Companies Act and Income Tax Act.
- Delivering and monitoring welfare programs for beneficiaries.
- Sending newsletters or progress or impact reports (only with your explicit consent).
- Personal data may be processed or stored outside India only in jurisdictions permitted by the Government of India

4. Consent and Your Rights

Earth Focus Foundation acts as a 'Data Fiduciary' under the Digital Personal Data Protection Act, 2023

Processing is based on your free, specific, informed, unconditional, and unambiguous consent through clear affirmative action. As a "Data Principal," you have the following rights under DPDP Act

- **Right to Access:** Request a summary of your data and processing activities.
- **Right to Correction & Erasure:** Update inaccurate data or request deletion once the purpose is fulfilled (unless retention is legally required for tax audits).
- **Right to Withdraw Consent:** You may withdraw consent at any time by writing to our Data Protection Officer at office@earthfocus.in
- **Right to Nominate:** Nominate an individual to exercise your rights in case of death or incapacity.

5. Data of Children and Persons with Disabilities

For any individual under **18 years of age** or a person with a disability, we obtain **verifiable consent** from a parent or lawful guardian. We do not engage in tracking or targeted advertising directed at children.

6. Data Security and Sharing

We implement robust technical and organizational measures to protect your data, including:

- **Encryption:** Data is encrypted at rest and during transit using industry-standard protocols.

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- **Access Controls:** Restricted access to personal data on a "need-to-know" basis for authorized personnel only.
- **Regular Audits:** Periodic security assessments to identify and mitigate vulnerabilities.

In certain cases, we may process personal data without explicit consent where permitted under applicable law, including compliance with legal obligations, medical emergencies, or employment-related purposes.

7. Data Retention

We retain personal data only for as long as necessary to fulfill the purposes outlined in this policy. Specifically:

- **Donation Records:** Retained for **7 years** to comply with financial and tax regulations.
- **Communication Data:** Withdrawal requests will be processed within a reasonable timeframe, subject to legal and contractual obligations

In the event of a personal data breach, we will notify the Data Protection Board of India and affected individuals as required under applicable law.

8. Grievance Redressal

If you have questions or a grievance regarding your data, please contact our **Data Protection Officer (DPO) Appointed by Earth Focus Foundation**

- **Name:** Mary Sonia Titus
- **Email:** office@earthfocus.in
- **Response Timeline:** We aim to resolve grievances within 45 days
- If unresolved, you may approach the **Data Protection Board of India**.

Adopted by the Board of Directors on [01/04/2026]

Name: Mr. Vipul Gupta

Title: Executive Director

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