

CIMR- DATA PROTECTION & PRIVACY POLICY

1. Purpose

CIMR collects personal and sensitive information about children and adults with intellectual disabilities to provide care, therapy, and rehabilitation. We are committed to protecting this data as per Indian law and ethical standards.

2. Scope

Applies to all paper records, digital files, photos, videos, and databases containing beneficiary, staff, donor, and volunteer information.

3. Principles-

Lawful & Fair: Data collected only for training, rehabilitation, medical care, and reporting to authorities/donors.

Consent: Written consent from parent/guardian for minors. For adults, consent from legal guardian. For capable adults, direct consent.

Minimization: Collect only data that is necessary.

Confidentiality: Staff cannot share beneficiary details outside CIMR without authorization.

Security: Digital data password protected. Physical files kept in locked cabinets.

4. Types of Data We Collect

Personal: Name, DOB, Gender, Address, Aadhaar Number.

Sensitive: Medical history, diagnosis, therapy reports, IEPs, photos, videos

Financial: Donor details, fee receipts

5. Use & Sharing:

Data is used only for direct care, progress tracking, and legal/statutory reporting.

With Donors/Partners: Only anonymized, aggregate data will be shared unless specific consent is obtained.

With Government: As required by RPwD Act, Niramaya, etc.

No Sale: Beneficiary data will never be sold.

6. Rights of Beneficiaries/Guardians

You have the right to: Access your records. Request correction of incorrect data. Request deletion, where legally possible. Withdraw consent for photos/videos

Contact: [Data Protection Officer Name, Email, Phone]

7. Data Retention & Deletion

Records kept for 7 years after discharge, or as required by law. After that, securely shredded/deleted.

8. Breach Protocol

Any data breach must be reported to the Data Protection Officer within 24 hours. Affected parties will be notified.

9. Review

This policy will be reviewed annually to comply with DPDP Act 2023 and other applicable laws.

Signed: