

## **Privacy Policy for The Udaiti Foundation**

In line with India's Digital Personal Data Protection Act, 2023 (DPDP Act), The Udaiti Foundation ("we", "us") is committed to processing personal data lawfully, transparently and only for the purposes for which it was collected. Our privacy practices are also informed by global standards (such as the EU General Data Protection Regulation) to protect all participants, including those outside India. This Privacy Policy applies to personal data collected through our webinar registration forms (on LinkedIn and our website) and explains what information we collect, why we collect it, how it is used and shared, and your rights under applicable laws.

### **Information We Collect**

For webinar or event registration, we collect the personal data you provide on the form. For example, one event policy notes that "we collect your first name, surname and email address" during registration. The Udaiti Foundation similarly collects the information needed to manage your registration. This typically includes your full name, email address, organization or employer name, job title or designation, phone number, and any other details you volunteer.

- **Name and Contact:** First name, last name, email, phone number.
- **Affiliation:** Your organization/company name and your role or designation.
- **Event Details:** Any other information you provide in free-text fields (such as questions, dietary needs, etc.).
- **Usage Data:** Technical details such as IP address or browser type may be collected automatically for security or troubleshooting purposes.

All data collected is necessary for the stated registration purpose and to communicate with you about the event.

### **Use of Your Information**

We use your personal data solely for the purposes of administering the event and related communications. For example, CoA Academy's policy explains that registration data "is used exclusively for the purposes of event management, communication in the context of the event and for targeted marketing measures". In line with this practice, we use your registration information to:

- Process and confirm your webinar registration.
- Provide you with event details (such as access links, login instructions, and any preparatory materials).

- Send reminder and follow-up emails related to the specific event (e.g. agenda changes, reminders, thank-you emails).
- Administer any event-related content, certificates, or surveys (if applicable).

We may also use your information to send you information about our other programs, initiatives and newsletters, **but only if you have consented to such communications**. You may opt in to our mailing list during registration or unsubscribe at any time afterward. In all cases, communications will pertain to topics relevant to our mission (e.g., future webinars, reports, or events on gender and women's empowerment).

### Sharing of Information

We will **not sell or rent your personal data to third parties**. Your information is shared only as needed to organize the event. For instance, one webinar policy states: *"No personal information collected is sold or otherwise transferred to parties other than webinar organizers"*. In our case, the "organizers" include Udaiti Foundation and any co-hosting or partner organizations explicitly named for the event. If the event is jointly hosted or promoted with a partner organization, we may share the minimum registration details (e.g. your name and email) with that partner so they can assist with event logistics and communication. These partners are contractually obligated to handle your data only for the event and in accordance with this Privacy Policy.

We will **never** share your personal data with unrelated third parties or for unrelated purposes. Any other disclosures (for example, to service providers who support our IT infrastructure) are carried out only under strict confidentiality arrangements. We will inform you upfront at registration if your data will be shared with any specific third party for the event.

### Data Retention and Security

In accordance with the DPDP Act, we retain your personal data only as long as necessary for the purposes described here. Once the event is concluded and any follow-up communications are completed (or you withdraw consent), we will securely delete or anonymize your data. For example, if you unregister or we cancel an event, your data will be erased as soon as it is reasonable to assume the purpose has been fulfilled. Likewise, if you withdraw consent in the future, we will promptly remove your data unless retention is required to comply with legal obligations. These measures ensure that storage of data is "limited to such duration as is necessary for the stated purpose".

We implement **reasonable security safeguards** to protect your personal information. As mandated by law, we use industry-standard technical and organizational measures to prevent unauthorized access, disclosure or loss of data. For example, we use encryption for data in transit and at rest, access controls, and regular security audits. The DPDP Act specifically

requires data fiduciaries to take “reasonable security safeguards to prevent personal data breach”, and we adhere to this requirement. In the unlikely event of a security incident, we will follow applicable breach notification laws and notify affected individuals as required.

## **Your Rights**

Under the DPDP Act (and similar global laws), you have certain rights regarding your personal data. For example, the Act grants a data principal (that’s you) the following rights:

- **Access:** You may request a summary of the personal data we hold about you and how we process it.
- **Correction:** You may ask us to correct or update any personal data that is inaccurate, incomplete, or misleading.
- **Erasure (Right to be Forgotten):** You may request the deletion of your personal data that we process, except where we are legally required to retain it.
- **Withdrawal of Consent:** You may withdraw your consent to data processing at any time. After withdrawal, we will cease processing your data and erase it as described above (unless otherwise required by law).

To exercise any of these rights, or to inquire about your data, please contact us at [hr@udaiti.org](mailto:hr@udaiti.org) (see Contact below). We will respond to your request as soon as possible and within the timeframes prescribed by law (generally within 30 days for data access requests). You may also lodge a complaint with the Data Protection Board of India or other relevant authorities if you believe your rights have been violated.

## **Changes to This Policy**

We may update this Privacy Policy as our practices or applicable laws evolve. Any changes will be posted on our website (and, where appropriate, communicated to registered participants). We encourage you to review this policy periodically. Your continued use of our services after changes are posted constitutes acceptance of the revised terms.