

SEVEN SISTERS DEVELOPMENT ASSISTANCE



HANDBOOK ON DATA PRIVACY AND DATA POLICY

SeSTA

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DEFINITIONS:

For purposes of this Agreement, the following terms shall have the following meanings:

Data means data in any form or medium, that the anybody uses, collects, analyses, helps to keep information of each stakeholder such as beneficiary, professional, donors, etc. related to SeSTA's work.

Database means organized collection of data that is stored and accessed electronically. Its structured is to design and facilitate an efficient retrieval, management, and storage of data

Data governance refers to the framework, policies, and procedures that ensure data is managed effectively and responsibly throughout its lifecycle.

1. Introduction

In an effort to enhance the internal systems and processes with regards to technology, data collection of beneficiaries, its analysis and maintenance, SeSTA has its function team, IT, MIS & MEL in place who is responsible to maintain all the technical needs and data maintenance of the organization.

The organization has and will maintain a data collection tool in the form of android application called as ProsperLA (LA-Livelihood Assessment). This data collection application is further connected to a central database system which is designed and maintained in the form of web portal, *sesta.in*. This data collection application along with the web portal is a comprehensive way of collecting beneficiary data from the ground and visualize it from the web which brings visibility and easy accessibility of data across all levels of the organization. Its inception is based as per the MEL framework of the organization. This web and android based MIS is the result of a full stack development using NodeJS and MySQL database. It has an interdependent database that links our ProsperLA (LA-Livelihood Assessment) android app and our online MIS, *sesta.in*. This helps us to build a data chain with various functions within the organization and to keep track of all the livelihood activities undertaken in the field.

a. Purpose and Aim of the Document

The purpose of the data policy and data privacy document is to establish SeSTA's commitment to responsibly managing and protecting data. This document serves as a foundational document that outlines SeSTA's approach to data governance, data collection, data processing, data security, and data privacy. It communicates SeSTA's values and principles regarding data management, ensuring that all stakeholders, including employees, beneficiaries, partners, and regulatory authorities, to understand and adhere to SeSTA's data policies and practices.

By outlining its commitment to responsibly managing and protecting data, this document demonstrates its dedication to maintaining the trust and confidence of its stakeholders. Further, it helps to establish transparency and accountability in SeSTA's data practices, providing clear guidelines for how data should be collected, processed and protected. Additionally, the document serves as a reference point for employees, helping them understand their roles and responsibilities in managing data and ensuring compliance with data protection regulations.

Overall, the purpose of the data policy and data privacy document is to provide a framework for SeSTA to effectively manage and protect data, while

also ensuring that data is used ethically and in accordance with its mission and values.

b. Scope of the Document

SeSTA's Data Protection Policy applies to all sets of personal data, currently stored, maintained, and handled by SeSTA, and more specifically to the following identified sets of personal data.

- i. The policy applies to all SeSTA staff (staff, consultants, interns, and volunteers) and governance members
- ii. Direct and indirect beneficiaries, including interviewees
- iii. The provision of this policy may also be applied to any person employed by an entity that carries out missions for SeSTA.
- iv. In particular, this policy applies to institutional donors, individual donors and well-wishers, suppliers, sub-grantees, stakeholders, and other associated entities.

Personal data herein referred to, means any information relating to a natural person who is or can be identified, directly or indirectly, by reference to an identification number or to one or more factors specific to his physical, physiological, economic, cultural, or social identity. This can include in particular:

- i. Names of individuals
- ii. Postal or living addresses
- iii. Email addresses
- iv. Telephone numbers
- v. Identity cards such as PAN, Voter ID, Passport, etc.
- vi. Bank Account Details
- vii. Date and place of birth
- viii. Identification of relatives
- ix. Business reference
- x. Geo-referencing

Processing of personal data means any operation or set of operations in relation to such data, whatever the mechanism used, especially the obtaining, recording, organization, retention, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, deletion or destruction.

2. Data Principles in SeSTA

a. Data Governance

At SeSTA, data stewardship involves overseeing the ethical use and management of data across various projects and initiatives. This role ensures that data is collected responsibly and used in accordance with ethical guidelines and organizational policies. Data custodianship, on the other hand, focuses on the technical aspects of data storage, maintenance, and accessibility. Custodians ensure that data is securely stored, backed up, and accessible to authorized personnel as needed.

Data Governance in SeSTA must be maintained under the responsibility of SeSTA professionals with senior designation such as Management Group and Operations Group, for ensuring compliance with data protection regulations such as GDPR or local data privacy laws. They must oversee the implementation of privacy policies, manage data subject requests, and ensure that SeSTA's data practices adhere to legal requirements. These responsibilities will adhere under the context- project data, tender data, employment data, financial data and any other such relevant document directly involved with internal or external reporting and data management.

SeSTA's data governance framework must encompass robust processes for data collection, processing, storage, and sharing. To attain the same, it must include mechanisms for maintaining data quality and integrity throughout its lifecycle. These authorities are responsible to train the staff across all functions and stakeholders to deliver the need of documents under this section.

This structured approach to data governance at SeSTA supports its mission by facilitating secure data management, safeguarding stakeholders' privacy, and maintaining the integrity and reliability of its data assets.

b. Data Collection

In an effort to enhance the internal systems and processes with regards to data collection, SeSTA developed an online MIS system which was designed as per the MEL framework. This has to be utilized to maintain the collected data. In the context of program data, SeSTA must collect both quantitative and qualitative data, including demographic information, livelihood activities, income/production, number of trainings, workshops, and household's bio data, including similar and relevant data that could be utilized for analysis to facilitate programs in various thematic areas and effective decision making.

SeSTA uses standardized data collection tools and methods to ensure consistency and accuracy. Data is collected from beneficiaries, field staff, and partners through surveys, interviews, and other means in the form of online and offline data collection methods such as pen & paper, google forms, open source kits such as KOBOToolBox, ODK, customised in-house android based application. The forms must be utilized to help build a data chain with various functions within the organization and to keep track of all the livelihood activities undertaken in the field. SeSTA collects data to assess the impact of its programs, improve services, and make informed decisions.

SeSTA professionals are responsible to ensure the accuracy, completeness, and reliability of data collected, including training field staff and conducting data audits. Furthermore, prior to data collection in the ground of any type, professionals and data collectors must obtain informed consent from individuals before collecting their data, explaining the purpose of data collection and how it will be used as per Annexure-1 of the DPDP document of SeSTA.

c. Data Usage and Processing

SeSTA processes data based on legitimate interests, consent, or legal obligations. It is processed only for the purposes for which it was collected and in accordance with the mission and values. The major principle is SeSTA collects only the data necessary for its purposes based on the MEL framework to support its work, avoiding the collection of excessive or irrelevant information. Data is processed and utilized for various purposes, including program evaluation, reporting, and decision-making.

In cases, SeSTA can retain data only for as long as necessary to fulfil its purposes, and deletes data in a secure manner when it is no longer needed.

Further, in case, if SeSTA enters into data processing agreements with third parties that process data on its behalf, then there must be a Data Use Agreement (DUA) supporting both parties and ensuring they comply with data protection regulations.

d. Data Security

Personal data is subject to data secrecy. It must be treated as confidential on a personal level and secured with suitable organizational and technical measures to prevent unauthorized access, illegal processing or distribution, as well as accidental loss, modification, or destruction.

Data Security Measures: SeSTA implements technical and organizational measures to protect data against unauthorized access, disclosure, alteration, or destruction.

- ✓ Access Controls: SeSTA restricts access to data based on the principle of least privilege, ensuring that only authorized personnel have access to sensitive data. Professional responsible must not share any data without the knowledge of the project coordinator, in case of project,
- ✓ Encryption Protocols: SeSTA encrypts data in transit and at rest to protect it from unauthorized access. The SeSTA's database uses platforms such as Hostinger to ensure this protocol is accomplished and weekly database backup system.
- ✓ Data Breach Response Plan: SeSTA has a data breach response plan in place to detect, respond to, and recover from data breaches. Any person who identifies a potential data breach must immediately report it to the SeSTA Administration Team.

The response plan includes:

- Immediate Containment & Assessment: Identifying and isolating the breach.
 - Investigation & Notification: Assessing the impact and informing affected parties.
 - Mitigation & Recovery: Taking corrective actions and improving security measures to prevent recurrence.
 - Documentation & Compliance Reporting: Maintaining records of incidents and reporting to authorities if required.
- ✓ Incident Reporting Procedures: SeSTA has procedures for reporting data security incidents to the appropriate authorities and affected individuals.
 - Staff, Consultants, Interns, and volunteers can report contacting standard lines of hierarchy (contained in staff Terms of Reference) or the Lead of Human Resources
 - Beneficiaries and their representatives can report by writing an application to either ED or Human Resource Function
 - Suppliers and contractors can use the confidential email address: sestaho@sesta.org
 - Institutional donors, Individual donors, and well-wishers can refer to the confidential email address: sestaho@sesta.org

e. Data Privacy

SeSTA adheres to principles of data minimization, purpose limitation, transparency, and accountability in its data processing activities. It respects individuals' rights regarding their personal data, including the right to access, rectify, erase, and port their data. Therefore, to support this statement, SeSTA ensure that it does not disclose the bio-data of a beneficiary to external stakeholders without prior consent of the individual/individuals.

SeSTA believes that these data are sensitive data such as personal contact, with extra care, implementing additional security measures such as masking, deleting columns before sharing the data, using codes to address a beneficiary, etc. to protect it.

f. Data Sharing

SeSTA is committed to maintaining the highest standards of data governance. Our data sharing policy ensures that data is shared responsibly and securely, adhering to ethical and legal standards. The key components of SeSTA's data sharing policy are as follows:

- ✓ **Criteria for Data Sharing:** SeSTA shares data with partners and stakeholders based on specific criteria including consent, necessity, and legal requirements. This ensures that data sharing is conducted responsibly and in alignment with ethical and legal standards.
- ✓ **Data Sharing Agreements:** SeSTA enters into detailed data sharing agreements with partners, could also be termed as Data Use Agreement (DUA). These agreements specify the purpose and scope of data sharing, as well as the security measures to be implemented. This helps in maintaining transparency and accountability in data sharing practices.
- ✓ **Data Sharing Protocols:** SeSTA adheres to strict protocols for securely sharing data. These protocols also include the use of encryption and secure data transfer methods to protect data integrity and confidentiality during transit.
- ✓ **Sharing with Third Parties:** SeSTA shares data with third parties only when absolutely necessary. SeSTA do not entertain transferring data to any other third party in raw form. In such cases, SeSTA ensures that third parties comply with all relevant data protection regulations, thereby safeguarding the data against unauthorized access and misuse.

By implementing these comprehensive data sharing policies, SeSTA maintains a high standard of data governance, ensuring that data is shared securely, responsibly, and in compliance with legal and ethical standards.

g. Third-Party Due Diligence

This section defines SeSTA's approach to conducting Third-Party Due Diligence when engaging IT partners, researchers, donors, or any external party with whom data is shared. The goal is to ensure that such third parties handle data responsibly and in compliance with SeSTA's data privacy principles, without repurposing or mishandling any shared information.

1. Vendor Assessment Steps

- ✓ Before sharing data with a third-party vendor or partner, SeSTA may perform the following assessment steps:
 - Identify the type of data to be shared and classify its sensitivity.
- ✓ Review the vendor's data security measures, including encryption, access control, and data handling policies.
- ✓ Check the vendor's data usage policies to ensure no repurposing, selling, or unauthorized sharing of data.
- ✓ Sign a Data Use Agreement (DUA) (Annexure-3) specifying the scope, purpose, and limitations of data use.

2. Monitoring and Audit (Optional)

- ✓ SeSTA may choose to monitor third-party vendors' data handling practices to ensure ongoing compliance. While not mandatory, the organization reserves the right to:
 - Request periodic updates or self-declarations regarding data protection practices.
- ✓ Conduct a review or audit of the vendor's data handling processes if deemed necessary.
- ✓ Request deletion or return of data at the end of the engagement.

This optional oversight ensures SeSTA maintains visibility on how external parties manage the shared data.

By including Third-Party Due Diligence measures, SeSTA strengthens its data governance framework, reduces the risk of unauthorized data use, and aligns with best practices in data privacy management.

a. Data Transparency and Accountability

SeSTA is transparent about its data collection, processing, and sharing practices, providing clear information to individuals about how their data is used. The data subject must be informed of how his/her data is being handled. In general, personal data must be collected directly from the individual concerned. When the data is collected, the data subject must either be made aware of or informed of:

- ✓ The purpose of data processing;
- ✓ Categories of third parties to whom the data might be transmitted

Furthermore, SeSTA provides access to information about its data practices, policies, and procedures to the public. It holds itself accountable for its data practices, implementing mechanisms for monitoring, auditing, and reviewing its data processing activities. It conducts regular audits and assessments of its data processing activities to ensure compliance with data protection regulations.

i. Password Protection

SeSTA places a high priority on the security and protection of data. An essential aspect of this is the use of strong password protection measures. Our password protection policy ensures that access to sensitive data and systems is restricted to authorized personnel only, thereby preventing unauthorized access and potential data breaches. The key elements of SeSTA's password protection policy are as follows:

- i. Strong Password Requirements: All passwords must meet complexity requirements to ensure they are strong and difficult to guess. This includes a minimum length, and the inclusion of uppercase and lowercase letters, numbers, and special characters.
- ii. Regular Password Updates: Users are required to update their passwords regularly. This helps to minimize the risk of unauthorized access due to compromised credentials. Notifications and reminders for password updates are provided to all users.
- iii. Secure Storage of Passwords: Passwords must be stored securely at own individual for personal device login. *In case of SeSTA's personal accounts such as website admin and social media credentials;* professional responsible must ensure that it is kept securely in hard drives or cloud server such as drive folder. This ensures that even if the password database is compromised, the passwords remain protected and unreadable to unauthorized individuals.
- iv. Password Sharing Prohibition: Sharing passwords is strictly prohibited. Each user is responsible for maintaining the confidentiality of their credentials and should never share their passwords with others, including colleagues. *In case of SeSTA's personal accounts*

such as website admin and social media credentials; professional responsible must ensure that they give access to at least 2 individuals in a function team for sharing work and security breach.

- v. User Training and Awareness: Training session must be conducted during the joining phase of an individual to educate users on the importance of password security and best practices for creating and managing strong passwords. Awareness programs highlight the risks associated with weak password practices and encourage vigilance.

By adhering to these password protection measures, SeSTA ensures that its data and systems are safeguarded against unauthorized access, thereby maintaining the integrity, confidentiality, and security of its information assets.

j. Device Protection Policy

SeSTA is committed to safeguarding its organizational devices such as laptops and mobile phones to prevent unauthorized access and data breaches. Our device protection policies include:

- i. Safeguard device: All organizational devices, including laptops, must register their laptops received from the head office with the Accounts & Finance to ensure that their devices have SeSTA's device ID on it. This ensures that the device could be tracked and located easily.
- ii. Antivirus and Anti-Malware Software: Devices engaged in multiple engagement of data sharing, server usage, data analysis and reporting must have up-to-date antivirus and anti-malware software installed to detect and prevent malicious attacks. Regular scans are required to ensure devices remain secure.
- iii. Firewalls: Devices engaged in multiple engagement of data sharing, server usage, data analysis and reporting must be protected by firewalls to prevent unauthorized access and to monitor incoming and outgoing network traffic based on predetermined security rules.
- iv. Regular Software Updates: Operating systems and applications on all devices must be regularly updated to patch security vulnerabilities and to enhance protection against potential threats.

Access Controls: Access to devices is controlled through strong authentication mechanisms, including complex passwords and multi-factor authentication. Access is granted based on the principle of least privilege.

3.Compliance and Legal Requirements

SeSTA complies with applicable data protection laws (Digital Personal Data Protection Act, 2023 and Information Technology (Reasonable Security Practices) Rules, 2011.)

SeSTA maintains records of its data processing activities, including data collection, processing, and sharing activities, as required by law.

✓ Violation, Sanction and Reporting

Any failure to comply with the current policy or to deliberately violate the rules set in the policy will result in the launch of an appropriate investigation by SeSTA.

Depending on the gravity of the suspicion or accusations, SeSTA may suspend staff or relations with another stakeholder during the investigation. This will not be subject to challenge.

Depending on the outcome of the independent investigation, if it comes to light that anyone associated with SeSTA has deliberately violated the rules set in the policy for its personal profit or any other usage of personal data, or has systematically and deliberately contravened with the principles and standards contained in this document, SeSTA will take immediate disciplinary action and any other action which may be appropriate to the circumstances. This may mean, for example:

- ✓ Employees - disciplinary action/dismissal;
- ✓ Consultants, interns, and volunteers - ending the relationship with the organization;
- ✓ Partners - withdrawal of support;
- ✓ Contractors, Supplier - termination of the contract

SeSTA encourages its staff and stakeholders to report suspected cases that involve any SeSTA staff, consultants, board members, guests, or staff of SeSTA's partner organizations, their board members, staff, and or suppliers.

SeSTA encourages its staff and stakeholders to report suspected cases through the following means:

- ✓ Staff, Consultants, Interns, and volunteers can report contacting standard lines of hierarchy (contained in staff Terms of Reference) or the Lead of Human Resources
- ✓ Beneficiaries and their representatives can report by writing an application to either ED or Human Resource Function
- ✓ Suppliers and contractors can use the confidential email address: sestaho@sesta.org

- ✓ Institutional donors, Individual donors, and well-wishers can refer to the confidential email address: sestaho@sesta.org

All reports will be treated as confidential in line with SeSTA's Code of Conduct and Human Resources guidelines.

SeSTA will not tolerate false accusations which are designed to damage a member of staff's reputation and its stakeholders. Anyone found making false accusations will be subject to investigation and disciplinary action.

4.Training and Awareness

SeSTA provides training programs for its employees on data privacy and data protection principles where they discuss on how each function in the organization regulates with the policy and also conducts awareness campaigns to educate stakeholders about data privacy and protection. To achieve this, SeSTA's senior professionals must ensure that each individual in and involved with the organization engages in continuous education initiatives to keep themselves, employees and stakeholders informed about data privacy best practices and regulations.

Furthermore, depending on the level of engagement with data work, SeSTA will conduct special training program for professionals who are directly handling data for purposes such as analysis and reporting across professionals and stakeholders.

5.Enforcement and Remedies

Enforcement Mechanisms: SeSTA has mechanisms in place to enforce its data privacy and data protection policies, including disciplinary measures for non-compliance. SeSTA has grievance redressal mechanisms in place for individuals to raise concerns about the handling of their data. SeSTA must also take corrective action in case of non-compliance with data protection regulations, including implementing corrective measures and compensating affected individuals.

6.Policy Review and Updates

Review Cycle: SeSTA regularly reviews and updates its data policy and data privacy document to ensure its effectiveness and compliance with changing regulations.

Process for Policy Updates: SeSTA follows a defined process for updating its data policy and data privacy document, including stakeholder consultation and approval.

Communication of Changes: SeSTA communicates any changes to its data policy and data privacy document to employees, partners, and stakeholders to ensure awareness and compliance.

7. Conclusion

The data policy and data privacy document reaffirm SeSTA's commitment to protecting data and ensuring its responsible use. It serves as a guide for employees, partners, and stakeholders on how data is collected, processed, and protected in accordance with applicable laws and regulations.

This detailed document provides a comprehensive framework for managing data privacy and protection at SeSTA, ensuring that data is handled responsibly and in compliance with relevant regulations.

SeSTA



Annexure-1: Consent form

Person/s featured: Woman farmers who act as SeSTA's beneficiary

Credit should be given to: Seven Sisters Development Assistance (SeSTA)

Description: SeSTA will collect livelihood data, crop data, land data along with personal details of the beneficiary for diverse analytical purposes, subsequently applying the derived insights to reform its interventions and advance its working capabilities over the long term. These data will not be shared with anyone on the personal ground. In instances, where sharing becomes necessary, a Unique ID will be generated for each beneficiary and only pertinent data will be shared with the concerned party without disclosing any personal information.

I hereby give permission to Seven Sisters Development Assistance (SeSTA) to use my data as an individual/organization to copy, exhibit and publish in print, video, audio recorded productions, and on the World Wide Web this material for purposes of publicizing SeSTA's programs or other lawful purpose without payment or any other consideration.

By signing this document, I understand that:

- The materials will be used only for nonprofit/educational purposes.
- The above-named individual/organization has my permission to release the materials to its partner nonprofit or its donor entity or its public platforms.

I hereby hold SeSTA harmless and give my consent to utilize these data for further analysis purpose of our livelihood activities based on our educational qualification, land and crop details, loan requirements, amongst others. I have read this release which implies that I authorize the data collector to tick on the consent button of this application. I fully understand the contents, meaning, and impact of this release.

Signature of Beneficiary

Date:

Data Collector (SeSTA)

ব্যক্তি/ব্যক্তিসকল যি অংশগ্ৰহণ কৰিছে: চেষ্টাৰ হিতাধিকাৰী হিচাপে কাৰ্য কৰা মহিলা কৃষকসকল

স্বীকৃতি প্ৰদান /শ্ৰেয়স্বত্ব দিব লাগিব: ছেভেন চিষ্টাৰ্ছ ডেভেলপমেণ্ট এচিষ্টেন্স (চেষ্টা)

বিৱৰণ:

চেষ্টাই জীৱিকা, শস্য আৰু ভূমিৰ তথ্য সংগ্ৰহ কৰিব লগতে হিতাধিকাৰী ব্যক্তিসকলৰ ব্যক্তিগত তথ্যও বিভিন্ন বিশ্লেষণাত্মক উদ্দেশ্যৰ বাবে সংগ্ৰহ কৰা হ'ব। এই তথ্যৰ দ্বাৰা সংগঠনে নিজৰ হস্তক্ষেপৰ পদ্ধতিসমূহ পুনৰ গঠন কৰি দীঘলীয়া সময়লৈ নিজৰ কাৰ্যক্ষমতা উন্নত কৰিব। এই তথ্যবোৰ ব্যক্তিগতভাৱে কোনো ব্যক্তিৰ সৈতে অংশীদাৰী নকৰা হ'ব। যেতিয়া তথ্যবোৰ ভাগ-বতৰা কৰাৰ প্ৰয়োজন হয়, তেতিয়া প্ৰতিটো হিতাধিকাৰীলৈ এটা বিশেষ চিনাক্ত নম্বৰ (Unique ID) দিয়াৰ ব্যৱস্থা কৰা হ'ব আৰু কেৱল প্ৰাসংগিক তথ্যহে ভাগ-বতৰা কৰা হ'ব।

এই নথিপত্ৰত স্বাক্ষৰ দিয়াৰ দ্বাৰা, মই অনুমতি দিছোঁ ছেভেন চিষ্টাৰ্ছ ডেভেলপমেণ্ট এচিষ্টেন্স (চেষ্টা)ক, মোৰ তথ্যসমূহ ব্যক্তিগত বা সংগঠনিকভাৱে কপি কৰা, প্ৰদৰ্শন কৰা, মুদ্ৰণ কৰা, ভিডিও বা অডিঅ' আকাৰত প্ৰকাশ কৰা, আৰু ৱৰ্ল্ড ৱাইড ৱেবত (World Wide Web) প্ৰকাশ কৰাৰ বাবে যাতে চেষ্টাৰ কাৰ্যসূচীসমূহ বা আন আইনী উদ্দেশ্যৰ বাবে বিনামূল্যে ব্যৱহাৰ কৰিব পাৰে।

এই নথিপত্ৰত স্বাক্ষৰ কৰাৰ দ্বাৰা মই বুজি পালোঁ যে:

- এই সামগ্ৰীসমূহ কেৱল অলাভজনক/শিক্ষামূলক উদ্দেশ্যৰ বাবে ব্যৱহৃত হ'ব।

* ওপৰত উল্লেখ কৰা ব্যক্তি/সংগঠনে এই সামগ্ৰীসমূহক তেওঁৰ সহযোগী অলাভজনক সংস্থা, তথ্য সংস্থা বা ইয়াৰ জনসাধাৰণৰ বাবে উপলব্ধ মঞ্চত প্ৰকাশ কৰাৰ অনুমতি পাইছে।

মই ইয়াৰ দ্বাৰা চেষ্টাক যিকোনো দায়বদ্ধতাৰ পৰা মুক্ত কৰিছোঁ, এই তথ্যসমূহক ব্যৱহাৰ কৰাৰ অনুমতি দিছোঁ যাতে আমাৰ জীৱিকামূলক কাৰ্যকলাপৰ বিশ্লেষণাত্মক উদ্দেশ্যত ইয়াক ব্যৱহাৰ কৰিব পৰা যায় – যাৰ ভিতৰত আমাৰ শৈক্ষিক অৰ্হতা, ভূমি আৰু শস্যৰ তথ্য, ঋণৰ প্ৰয়োজনীয়তা আদি বিষয়বোৰ অন্তৰ্ভুক্ত থাকে। মই এই অনুমতিপত্ৰ পঢ়িছোঁ আৰু বুজিছোঁ আৰু এইটোৱেই বুজায় যে মই তথ্য সংগ্ৰহকাৰীক এই আবেদনপত্ৰত অনুমতি বুটামত টিক দিয়াৰ অনুমতি দিছোঁ। মই এই মুক্তিৰ সামগ্ৰী, অৰ্থ আৰু প্ৰভাৱ সম্পূৰ্ণৰূপে বুজি পালোঁ।

স্বাক্ষৰ হিতাধিকাৰী

তাৰিখ

Data Collector (SeSTA)

Ka phorm jingmynjur

Ki briew/ki briew ba la pynpaw: Ki kynthei nongrep kiba trei kum ki nongioh jingmyntoi jong ka SeSTA

Dei ban ai burom ia: Seven Sisters Development Assistance (SeSTA)

Ka jingbatai: Ka SeSTA kan lum ia ki jingtip shaphang ka jingim, ki jingtip shaphang ki jingthung jingtep, ki jingtip shaphang ka khyndew ryngkat bad ki jingtip ba kyrpang jong u nongioh jingmyntoi na ka bynta ki jingthmu bishar bniah bapher bapher, hadien kata kan pyndonkam ia ki jingshemphang ba la ioh ban pynkylla ia ki jingiarap jong ka bad ban kyntiew ia ka jinglah treikam jong ka ha ka por ba jrong. Ia kine ki data yn nym iasam bad uno uno ha ka nongrim shimet. Ha ki khep, ha kaba ka jingsam ka long kaba donkam, yn pynmih ia ka Unique ID na ka bynta uwei pa uwei u nongioh jingmyntoi bad yn iasam tang ia ki jingtip kiba iadei bad ka liang kaba iadei khlem da pynpaw ia kino kino ki jingtip ba kyrpang.

Nga ai jingbit ia ka Sesta ban pyndonkam ia ki jingtip jong nga kum u briew/ka seng ban copy, pyni bad pynmih ha ki kot, ki video, ki jingpynmih ba la shon da ka sur, bad ha ka World Wide Web ia kane ka jingthoh na ka bynta ki jingthmu ban pynbna paidbah ia ki prokram jong ka SeSTA lane kiwei kiwei ki jingthmu kiba long katkum ka aiñ khlem da siew ne kano kano ka jingpyrkhat.

Da kaba soi ia kane ka kot, nga sngewthuh ba:

- Ia ki tiar yn pyndonkam tang na ka bynta ki jingthmu bym donkam kamai/jinghikai.
- U briew/seng ba la kdew haneng u don ka jingbit jong nga ban pyllait ia ki tiar sha ka paralok jong ka bym donkam kamai lane ka seng ai jingiarap jong ka lane ki jaka paidbah jong ka.

Nga shim ba ka SeSTA kam don jingma bad nga ai ka jingmynjur jong nga ban pyndonkam ia kine ki jingtip na ka bynta ban bishar bniah shuh shuh ia ki kam kamai jong ngi katkum ka jingnang jingstad jong ngi, ki jingtip ba bniah shaphang ka jaka bad ki jingthung jingtep, ki jingdonkam ram, bad kiwei kiwei. Nga la pule ia kane ka jingpynmih kaba mut ba nga ai bor ia u nonglum jingtip ban buh dak ha u button jingmynjur jong kane ka aplikeshon. Nga sngewthuh bha ia ki jingdon, ka jingmut bad ka jingktah jong kane ka jingpynmih.

Signature of Beneficiary

Date:

Data Collector (SeSTA)

ব্যক্তি/ব্যক্তির: SeSTA-এর সুবিধাভোগী হিসেবে কাজ করা মহিলা কৃষক

ক্রেডিট দেওয়া উচিত: Seven Sisters Development Assistance (SeSTA)

বর্ণনা: SeSTA বিভিন্ন বিশ্লেষণাত্মক উদ্দেশ্যে জীবিকা নির্বাহের তথ্য, ফসলের তথ্য, জমির তথ্য এবং উপকারভোগীর ব্যক্তিগত বিবরণ সংগ্রহ করবে, পরবর্তীতে দীর্ঘমেয়াদে এর কর্মক্ষমতা উন্নত করার জন্য প্রাপ্ত অন্তর্দৃষ্টি প্রয়োগ করবে। ব্যক্তিগতভাবে এই তথ্য কারও সাথে ভাগ করা হবে না। যেসব ক্ষেত্রে ভাগ করে নেওয়া প্রয়োজন, সেখানে প্রতিটি সুবিধাভোগীর জন্য একটি Unique ID আইডি তৈরি করা হবে এবং কোনও ব্যক্তিগত তথ্য প্রকাশ না করেই কেবল প্রাসঙ্গিক তথ্য সংশ্লিষ্ট পক্ষের সাথে ভাগ করা হবে।

আমি এতদ্বারা Seven Sisters Development Assistance (SeSTA) কে আমার তথ্য একজন ব্যক্তি/সংস্থা হিসেবে মুদ্রিত, ভিডিও, অডিও রেকর্ড করা প্রয়োজনা এবং ওয়ার্ল্ড ওয়াইড ওয়েবে SeSTA-এর প্রোগ্রাম বা অন্যান্য আইনগত উদ্দেশ্যে প্রচারের উদ্দেশ্যে ব্যবহার করার অনুমতি দিচ্ছি, অর্থ প্রদান বা অন্য কোনও বিবেচনা ছাড়াই।

এই নথিতে স্বাক্ষর করে, আমি বুঝতে পারছি যে:

· উপকরণগুলি শুধুমাত্র অলাভজনক/শিক্ষামূলক উদ্দেশ্যে ব্যবহার করা হবে।

· উপরে উল্লিখিত ব্যক্তি/সংস্থার কাছে তাদের অংশীদার অলাভজনক সংস্থা, দাতা সংস্থা বা পাবলিক প্ল্যাটফর্মে উপকরণগুলি প্রকাশ করার অনুমতি রয়েছে।

আমি এতদ্বারা SeSTA-কে নির্দোষ বলে মনে করি এবং আমাদের শিক্ষাগত যোগ্যতা, জমি এবং ফসলের বিবরণ, ঋণের প্রয়োজনীয়তা ইত্যাদির উপর ভিত্তি করে আমাদের জীবিকা নির্বাহের কার্যক্রমের আরও বিশ্লেষণের উদ্দেশ্যে এই তথ্যগুলি ব্যবহার করার জন্য আমার সম্মতি দিচ্ছি। আমি এই বিজ্ঞপ্তিটি পড়েছি যার অর্থ হল আমি তথ্য সংগ্রহকারীকে এই আবেদনের সম্মতি বোতামে টিক দেওয়ার জন্য অনুমোদন দিচ্ছি। আমি এই বিজ্ঞপ্তির বিষয়বস্তু, অর্থ এবং প্রভাব সম্পূর্ণরূপে বুঝতে পারি।

Signature of Beneficiary

Date:

Data Collector (SeSTA)

Miksonganiko masiani

Mande: Metra ba Magipa jean SeSTA ni gita kamko kae chagipa

Rasongko ba biming ko: SeSTA na ona nanga

Talatanirang: SeSTA dingtangmancha janggi tangani cholrangchi bosturangko/ Datako jean ge.a gamani bostu a.a baksa an.tangna man.dapani koba amsandie sea jotaniko daka, maikai uni nanganirangko talbate uina gita man.gen aro janggi tangani cholrangko namdapatan baksa uko rakbate krengbate kamko ka e uni janggi tanga gimikna ruute dakchakaniko on.gen. Bosturangko / Data ko amsandie chim-onggiminko darang mandenaba indin ui-atna ba aganparakatna gita manja. Indiba uko nanga ongode, nangchongmotgipa kam na agre je mande u-igipanasan aganparakna gita mana jedake uni ge.a gamani tangdoani namgipa cholrangko jean manderangna dakchakani onggen,uni bostu ba chimonggimin Data ko jean nanggegija ba una nengnikaniko ongija iako dakna gita mana. Ge.a gamaniko dakgipa me.chikrangna dingtangcha nambegipa chol donggen jechin uamang nanggipa kamrangko aganparakna gita mangel.

Anga iachi angni bosturangko ba Data ko SeSTA na dakna ba kana gita on a jekon uamang je dolrangni kamna chapa kana ba manderangni ui ani aro dakchakaniko on gen, video ba audio rangko tarigen aro World wide Web o Sesta ni program ni nanganirangna jakkale gipin manderangna dakchakananiko on-gen, iarangko tangka paisa chi maming manani gri aro nengnikani grian anga permission ko ona.

Iako see on.anichi, anga iarangko Masina gita mana

* Je bosturangkon anga ui atachim uko uamang maming tangka paisa ko man-anina jakaljava indiba poraiani nangchongmotgipanasa jakkalgen

*Kosako janapgimin mande ba je dolrangnaba anga permission ko on.a jekon uamang antangni man gnina ongija, nama kamnasan jakalgen aro manderang na banga u idapaniko agan skie on.skagen

Iarangko anga SeSTA na maming nengnikani aro changpengani gri, an anga bosturangko / Datarangko jakalna gita on.aha, maikai uamang janggi tangani nambegipa cholrangna jakkalgen jekai skia poranina, Gam-a ge.ani,Bolam bite ko man anina, aro a.a chirangna, loan ra.anina aro uan dake dingtang dingtang nanganirangna jakkalskagen.

Anga seanirangko name masie poraienba bostu / data chimongipana angni seaniko consent button o dak dakchina gita on ahaa. Anga iano sea jotanirangko ba miksonganirangko namen masiaha.

Signature of Beneficiary

Date:

Data Collector (SeSTA)

Annexure-2: UNDERTAKING BY THE CADRE/DATA COLLECTOR

Below is the list of criteria for the selection of Cadres as per the grant:

(Tick on the Yes/No if it implies with you)

1. I have minimum education qualification (12th standard and above)

YES	NO
-----	----

2. I am a member of the SHG (self-help group)

YES	NO
-----	----

3. I have no mobility issues

YES	NO
-----	----

4. I am confident of my basic arithmetic skills

YES	NO
-----	----

5. I have basic understanding of Using mobile phones

YES	NO
-----	----

6. I have a personal android smart phone (Android version 5.0 or above)

YES	NO
-----	----

I, hereby, declare that I,

_____, of

_____ block, District- _____, State- _____,

have fulfilled all the criteria given above and is willing to be a cadre/data collector under Seven Sisters Development Assistance (SeSTA). I confirm that I will not share the data of the beneficiaries with any external party without the consent of the SeSTA professional.

Name of the Data Collector/Cadre: _____

Verified By- _____

Signature of the Data Collector/Cadre
Executive

Signature of the SeSTA

Annexure-3: DATA USE AGREEMENT (DUA)

This Data Use Agreement (DUA) is entered into on this ____ day of _____, 20____ by and between:

1 Seven Sisters Development Assistance (SeSTA) having its headquarters at Gotanagar, House No: 40, Hemlata Bhawan, Gopal than Path - 781011, District — Kamrup (Metropolitan),

2. ****[Vendor/Partner Name]****, having its registered office at _____, hereinafter referred to as 'Data Recipient'. Both parties collectively referred to as 'Parties'.

1. Purpose

The purpose of this DUA is to define the terms and conditions under which SeSTA will share data with the Data Recipient for the purpose of _____. The Data Recipient agrees to use the data solely for the stated purpose and in accordance with SeSTA's Data Privacy and Protection Policy.

2. Scope of Data Sharing

SeSTA agrees to share the following data with the Data Recipient:

- Type of data: _____
- Format: _____
- Mode of transfer: Secure encrypted channel / password-protected files The Data Recipient shall not request or retain any additional data without prior written consent.

3. Data Handling & Confidentiality

- The Data Recipient shall maintain the confidentiality of all shared data.
- The Data Recipient shall not repurpose, sell, or share the data with any unauthorized third party.
- The Data Recipient shall implement appropriate technical and organizational measures to protect the data from unauthorized access, loss, or misuse.
- Data must be deleted or returned to SeSTA immediately after the completion of the project or upon request.

4. Compliance with Data Privacy

The Data Recipient agrees to comply with all applicable data protection laws and SeSTA's Data Privacy and Data Policy, including adherence to Third-Party Due Diligence requirements.

5. Monitoring & Review (Optional)

SeSTA reserves the right to:

- Request periodic updates on data handling practices.
- Conduct an optional review or audit if necessary.
- Request a written declaration of compliance with this DUA.

6. Term & Termination

This DUA will remain in effect until the purpose is fulfilled or either party terminates the agreement with a written notice of 30 days. Upon termination, the Data Recipient must delete or return all data to SeSTA.

7. Signatures

For Seven Sisters Development Assistance (SeSTA) For Data Recipient

Name: _____

Designation: _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Signature: _____

Date: _____

SeSTA