

Grameen First Development Foundation (GFDF)**Privacy Policy**

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Document Control

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Website	www.grameenfirst.org

1. Who we are

Grameen First Development Foundation ("GFDF", "Grameen First", "we", "us" or "our") is a Section 8 not-for-profit company working with communities in Mokhada taluka, Palghar district, Maharashtra, India.

Our work spans education, healthcare and nutrition, social protection and rights, skilling for livelihoods, biodiversity and agriculture, and humanitarian response.

This Privacy Policy explains how we handle personal information collected through www.grameenfirst.org and related website enquiries, donations, applications and communications.

Programme activities involving health records, government documentation or other sensitive information require appropriate, separate privacy notices and consent processes. This website policy does not replace those arrangements.

2. Information we collect and why

Depending on how you engage with us, we may collect:

Your interaction	Information involved	Purpose
General enquiries and partnership discussions	Name, contact details, organisation and information you choose to share	Responding to your enquiry and coordinating further discussions
Donations	Donor details, donation amount, transaction reference and information required for receipts or statutory reporting	Recording contributions, issuing receipts and meeting applicable accounting and legal obligations
Volunteering, employment and advisory opportunities	Contact details, qualifications, experience, availability and application documents	Assessing applications and coordinating participation
Requests for updates	Name, contact details and communication preferences	Sending updates you have requested
Website visits	Technical information such as IP address, browser, device information, pages accessed and security logs, where collected	Operating, maintaining and protecting the website

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We seek only information reasonably necessary for the stated purpose. Where information is mandatory, we will explain why.

Please do not submit Aadhaar copies, medical records, passwords, payment PINs, OTPs or other sensitive documents through general website enquiry forms. If specific information is required for an authorised activity, we will explain the purpose and the appropriate way to provide it.

3. Consent and communication preferences

Where consent is required, we will explain what information is requested and how it will be used before seeking your agreement.

You may choose not to provide optional information. If particular information is necessary to respond to a request, process a donation or assess an application, withholding it may limit our ability to complete that activity.

You may withdraw consent or stop optional updates by contacting us or using an unsubscribe facility where provided. Withdrawal does not invalidate earlier lawful processing or remove obligations to retain particular records.

Simply visiting our website does not constitute consent to receive fundraising or promotional communications.

4. Sharing information

We do not sell or rent personal information.

Information may be shared, where necessary and lawfully permitted, with:

- Authorised GFDF personnel responsible for the relevant activity.
- Service providers supporting website hosting, communications, payment processing or other administrative functions.
- Professional advisers, auditors and authorities where required for lawful reporting, compliance or the protection of rights.

Access and disclosure will be limited to the relevant purpose. Providers handling information on GFDF's behalf must be subject to appropriate confidentiality, security and data-handling requirements.

A website enquiry does not automatically authorise sharing personal information with programme partners or government departments. Where a referral requires such sharing, we will explain the purpose and obtain any necessary consent.

We will seek permission before publicly identifying an individual donor, unless disclosure is required by law.

5. Community dignity, photographs and children

GFDF recognises community members and beneficiary partners as participants in their own development. Their dignity, privacy and agency must be respected.

Photographs, videos, interviews and personal stories intended for publication must be supported by appropriate informed consent. We will explain the intended use and avoid content that is exploitative, misleading or unnecessarily reveals sensitive circumstances.

For identifiable content involving children, we will seek appropriate parent or lawful guardian consent and, where appropriate, the child's assent. A child's safety and best interests take priority over publicity.

Declining publicity consent will not, by itself, affect eligibility for programme support.

The website is intended primarily for adult users. Children under 18 should involve a parent or lawful guardian when submitting personal information. If we learn that information has been collected without required consent, we will take appropriate corrective action.

To raise a concern or request review of a photograph or story, contact info@grameenfirst.org. We can review material under our control, although we cannot guarantee removal of copies independently circulated by others.

6. Cookies and external services

Cookies are small files that a website may place on your device. Where used, essential cookies support functions such as security and basic website operation.

If optional analytics, embedded media or other non-essential technologies are used, we will explain their purposes and provide any choices or consent mechanisms required by law.

You can also manage cookies through your browser settings, although disabling certain cookies may affect website functions.

External payment services, social media platforms and linked websites may collect information under their own privacy policies. Please review those policies when using those services.

7. Security, retention and transfers

We will maintain reasonable technical and organisational safeguards appropriate to the information we handle, including restrictions on access and measures to prevent unauthorised use or disclosure. No online system can be guaranteed completely secure.

Information will be retained only for as long as needed for its stated purpose or for applicable legal, accounting, audit and dispute-resolution requirements. Information no longer required will be securely deleted or anonymised, subject to lawful retention obligations.

Where service providers process information outside India, any transfer must meet applicable legal requirements, including required safeguards and consent.

If a personal information breach occurs, we will take appropriate containment and remedial action and make notifications required by applicable law.

8. Your choices and requests

You may contact us to:

- Request information about how your personal information is handled.
- Review or correct information you have provided.
- Request deletion of information no longer needed.
- Withdraw consent or change communication preferences.
- Raise a privacy concern or exercise other rights available under applicable law.

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We may request proportionate information to verify your identity before acting. If we cannot fulfil a request because of a legal obligation or another lawful restriction, we will explain the reason where permitted.

9. Contact and privacy grievances

Privacy Grievance Officer: [Insert designated officer's name and designation]

Email: info@grameenfirst.org

Suggested subject: Privacy Request / Privacy Grievance

Postal address:

Grameen First Development Foundation
Mokhada Arogya Seva Kendra, Morkhadak Village
Off Palghar-Nashik Highway, Taluka Mokhada
District Palghar, Maharashtra - 401404, India
CIN: U85300MH2021NPL361424

We will address privacy grievances promptly and within one month of receipt, or within any shorter period required by applicable law. This process does not restrict your right to approach a competent authority where available under applicable law.

10. Changes to this policy

We may update this policy when our activities, website functions or legal obligations change. The revised policy and effective date will be published on this page.

Where a proposed change requires fresh consent, we will seek that consent before using information for the new purpose.