At YCoalition International, it was our foremost priority to protect your privacy and personal data. This data protection policy includes the outlines of how this organization collect, use, store, and protect your information in compliance with applicable data protection laws.

## **Privacy and Data Protection: YCoalition International**

## 1. Scope:

The policy applies to all activities and operations carried out by YCoalition International. It is applicable to all the personal data collected, received, possessed. owned, controlled, stored, or dealt with by the organization. The information's are handled by the organization to provide the clients with consultations and outsourcing services.

# 2. Data collection and consent :

2.1 Personal Information:

When an individual signs up as a member or as an employee, or participate in events, YCoalition International collects their personal data such as names, contact information, gender, date of birth, nid, cv, gualifications, and other relevant data. These are only used for legitimate purposes related to the organization such as communication, event registrations, and other security purposes, and will be processed within legal and moral bounds.

2.2 Consent:

Before collecting or using the information, the organization shall formally ask for the owner's consent by clearly stating the purpose. The information will not be used unless it is required by the law or without personal consent.

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# 3. Data storage and security:

YCoalition takes appropriate security measures to protect personal information against misuse, accidental access, or intentional disclosure, alteration, and destruction. The organization has adopted procedures, implementations, and punishments with both technical and physical measures to ensure absolute safety.

#### 4. Data sharing and disclosure:

The organization governs any sharing or disclosure of the information which only includes internal departments, collaborating partners, and authorized third parties.

#### 5. Data retention:

Unless required by law or with personal consent, the information will be retained as long as it is necessary to fulfil the purpose for which it was collected.

# 6. Disciplinary actions:

All the principles described in this policy must be strictly followed. Any kind of breach of data will not be tolerated and legal actions will be taken against the culprit.

## 7. Policy review:

The policy is reviewed periodically with changing regulations to ensure it is effective and complies with applicable laws.