



# DATA PROTECTION POLICY

**SAFETY SKILL DEVELOPEMENT FOUNDATION**

Corporate Office: D-507, Light House, Town Square, Sector 82A, Vatika India Next, Gurugram-122004, Haryana



**DOCUMENT TITLE:** DATA PROTECTION POLICY

**DOCUMENT NUMBER:** SSDF/POLICY/

**Date of Release:** 05/12/2021

**Authorization:** This document, Data Protection Policy, has been duly reviewed and approved in accordance with the SSDF's governance and policy framework. By signing below, the authorized official endorses the guidelines set forth in this document and authorizes its implementation.

A handwritten signature in black ink, appearing to read 'Y Singh', is positioned above the name of the signatory.

YAJUVENDRA SINGH (GM, OPERATION, SSDF)

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J K ANAND (CHAIRPERSON, SSDF)

**Document Control: Version:**1.0

**Revision Date:**05/12/2022

**Page Count:**

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## 1.POLICY BRIEF & PURPOSE

SSDF Data Protection Policy aims to establish guidelines and procedures to ensure the secure and compliant handling of personal and sensitive data by our company, which operates within the skill ecosystem. This policy is designed to protect the privacy rights of individuals and to comply with applicable data protection regulations, including but not limited to the General Data Protection Regulation (GDPR) and relevant national laws. Data is used for delivering and managing training programs, communicating updates, compliance with legal obligations, and improving services.

## 2.SCOPE

This policy applies to all employees, trainers, assessors, and third parties who handle personal data related to training and assessment activities within the organization. It applies to essential information such as personal details, educational and professional background, and course-related data collected to facilitate training and certification.

## 3.DATA COLLECTION METHODS

### A) Types of Data Collected

- **Personal Information:** Names, contact information, demographic details, educational background, skill levels, certifications, and work history.
- **Training Data:** Attendance records, course completions, certifications obtained, and skill assessments.
- **Performance Data:** Scores, feedback, and evaluations from both formative and summative assessments.

**B) Methods of Collection :** Data may be collected through Online and Offline Surveys; Structured Interviews; Skill Assessments; On-the-Job Observation; Enrolment, Attendance, Certification and Outcome Records.

**C) Consent :** Participants will be informed about the data being collected and its intended use. Consent will be obtained before data collection

## 4.DATA USAGE

### A) Purpose of Data Use

- To Register on skill portal.
- To evaluate and assess participant performance.
- To provide feedback and support to participants.
- To assist and link the candidates to employers.
- To evaluate the success of training programs, determining whether they meet learning objectives and improve participants' skills.
- Data on individual learning styles, progress, and skill levels is used to tailor training programs to meet the specific needs of participants.
- Ensures that the organization meets industry standards and legal requirements by tracking and documenting training activities and outcomes.
- Understanding industry trends, demand for specific skills, and employment outcomes to align training programs with market needs.
- Collected data serves as evidence of the skills acquired by participants, supporting the issuance of certifications and credentials.
- Continuous tracking of participant progress helps in providing timely support and interventions to those who may be falling behind.

**B) Data Limitation :** Data will only be used for the purposes for which it was collected. Any new use will require additional consent from the participants.



## 5. DATA STORAGE AND SECURITY

**A) Storage** Data will be stored securely on skill portal and access controls.

**B) Retention** Data will be retained only as long as necessary to fulfil the purposes outlined and as required by legal or regulatory requirements.

**C) Disposal** When data is no longer needed, it will be securely deleted or anonymized to prevent unauthorized access.

## 6. DATA ACCESS AND CONFIDENTIALITY

**A) Access Control** Access to personal data will be restricted to authorized personnel only, such as portal owner, trainers, assessors, and administrative staff who need the data for their role.

**B) Confidentiality** All personnel handling data are required to maintain confidentiality and are trained on data protection procedures.

## 7. DATA SHARING

**A) Third-Party Sharing** Data may be shared with third parties only if necessary for the purposes outlined, and only with those who comply with our data protection standards. This includes subcontractors or service providers.

**B) Legal Requirements** Data may be disclosed if required by law or regulatory authorities, such as for legal investigations or compliance purposes.

## 8. PARTICIPANT RIGHTS

**A) Access** Participants have the right to request access to their personal data. Requests should be made in writing and will be addressed within a specified timeframe.

**B) Correction** Participants can request corrections to any inaccuracies in their personal data.

**C) Deletion** Participants can request deletion of their data, subject to any legal or contractual obligations that may require retention.

## 9. COMPLIANCE

**A) Legal Framework** This policy complies with applicable data protection laws, including [GDPR/CCPA/other relevant regulations].

**B) Training** Staff and trainers receive training on data protection principles and practices to ensure compliance.

## 10. DATA BREACH MANAGEMENT

**A) Incident Response** In the event of a data breach, the organization will promptly investigate and take necessary actions to mitigate the breach and prevent further incidents.

**B) Notification** Affected individuals and relevant authorities will be notified as per legal requirements.

## 11. POLICY REVIEW

**A) Regular Review** This policy will be reviewed annually or as necessary to reflect changes in laws or operational practices.

**B) Communication** Any updates to the policy will be communicated to participants and staff in a timely manner.

## 12. ALIGNMENT WITH REGULATIONS & COMPLIANCES

- [https://en.wikipedia.org/wiki/Digital\\_Personal\\_Data\\_Protection\\_Act,\\_2023](https://en.wikipedia.org/wiki/Digital_Personal_Data_Protection_Act,_2023)
- <https://www.dataguidance.com/notes/india-data-protection-overview>
- <https://gdpr-info.eu/>



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