



# Data Protection Policy

This document clarifies the rules, expectations, and general approach used by Da'em for Women Enhancement Association to maintain the confidentiality and integrity of its data. It is subject to updates according to technological developments and protection requirements.

In this document, Data refers to a set of raw facts, whether organized or unorganized, such as numbers, letters, images, videos, audio recordings, expressive symbols, or personal data, including phone numbers, national identification numbers, document numbers, addresses, contact numbers, bank account numbers, and bank card numbers, and all data of a personal nature that provides logical and physical access capability.

## 1. Data Privacy as a Fundamental Human Right

Data processing operations must be carried out in fair legal ways that provide legitimacy, integrity, and transparency for individuals. This includes using, viewing, and processing data while ensuring that the data remains secure and available to its users at all times.

## 2. Prohibited Uses

It is prohibited to use data for criminal, racist, discriminatory, extremist intellectual, aggressive, or provocative purposes, or for purposes that would negatively affect culture, equality, incitement, or any irregular activity or one that threatens public security and safety or public order.

## 3. Data Preservation Efforts

The Association's management strives to exert effort to preserve data according to available means, in accordance with the following actions:

1. Continuous maintenance of physical devices and regular completion of system upgrades to ensure that authorized users have consistent and reliable access to the data they need.
2. Physical security of devices and equipment.
3. Installation and periodic updating of intrusion detection systems and installation of anti-virus software.
4. Installation of network monitoring systems for alerts and performing backups.
5. Installation of support for devices in the event of a power outage.

## 4. Access Authorization and Responsibility

Individuals are not authorized to access Da'em Association data, under penalty of administrative, disciplinary, and legal responsibility. All authorized persons who have been granted access permissions to the data are directly responsible for its preservation. They are only permitted to use it for the designated purposes as needed and within the objectives of Da'em Association programs and activities, while taking caution and care to keep it protected.

## 5. Secure Data Usage

The use of data and access to the level of knowledge is subject to secure and confidential use, which includes its derivation, conducting studies on it, transfer, preservation, storage, sharing, destruction, analysis, or linking it with other data within the authorized limits, in a manner that does not affect its integrity.

## 6. Sharing Personal Data

Any personal data taken from the beneficiary groups may not be shared with partner entities except within the activities of the same project, to a reasonable and necessary extent that does not impede the grant and the implementation of program and project activities. This is provided that the consent of the beneficiary group is ensured in cases of extreme sensitivity or risk.

All the above instructions are interpreted in compliance with the provisions of the Personal Data Protection Law No. 24 of 2023. This policy is considered effective since its approval by the Administrative Board in its ordinary administrative meeting on 27/11/2021, and adherence to it and the implementation