

GDPR Policy

1. Introduction

Mind Works International is committed to protecting the privacy and personal data of individuals, including children, in accordance with the General Data Protection Regulation (GDPR). This GDPR Policy outlines the principles and procedures that Mind Works International follows to ensure compliance with the GDPR while working to develop the capacities of children.

2. Scope

This policy applies to all personal data processed by Mind Works International, including data collected from children, parents, guardians, staff, volunteers, and other stakeholders. This includes data processed electronically, on paper, or through any other means.

3. Principles

Mind Works International adheres to the following GDPR principles:

- **Lawfulness, fairness, and transparency:** Personal data is processed lawfully, fairly, and transparently in relation to the data subject, with particular attention to the rights of children.
- **Purpose limitation:** Personal data is collected for specified, explicit, and legitimate purposes related to the development of children's capacities and is not further processed in a manner that is incompatible with those purposes.
- **Data minimization:** Personal data collected is adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed, especially when dealing with children.
- **Accuracy:** Personal data, particularly concerning children, is accurate and, where necessary, kept up to date. Mind Works International takes reasonable steps to ensure that personal data is rectified or erased without delay if it is found to be inaccurate.
- **Storage limitation:** Personal data is kept for no longer than is necessary for the purposes for which it is processed, with special attention to children's data.
- **Integrity and confidentiality:** Personal data, including children's data, is processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organizational measures.

- Accountability: Mind Works International is responsible for, and able to demonstrate compliance with, the GDPR principles, particularly in safeguarding children's data.

4. Data Subjects' Rights

Mind Works International recognizes and respects the rights of data subjects, including children, as outlined in the GDPR. These rights include but are not limited to:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision making and profiling

Mind Works International is committed to facilitating the exercise of these rights by data subjects, with special considerations for the protection of children's rights and interests.

5. Lawful Basis for Processing

Mind Works International processes personal data, including children's data, on one or more of the lawful bases outlined in the GDPR, ensuring that appropriate safeguards are in place to protect children's rights and interests.

6. Data Security

Mind Works International implements appropriate technical and organizational measures to ensure the security of personal data, with particular attention to children's data. These measures include but are not limited to:

- Encryption and pseudonymization of personal data.
- Regular testing, assessment, and evaluation of security measures.
- Measures to prevent unauthorized access, disclosure, alteration, or destruction of personal data.

7. Data Protection Officer

Mind Works International has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the GDPR, including the protection of children's data. The DPO's contact information is as follows:

Rizwan Sharif

Director

ceo@mindworksinternationalc.com

8. Review and Update

This GDPR Policy will be reviewed and updated as necessary to ensure ongoing compliance with the GDPR and any relevant changes in data protection laws and regulations, with special attention to children's data protection requirements.

9. Contact Information

For questions or concerns regarding this GDPR Policy or Mind Works International's data protection practices, please contact the above DPO.