# LEGAL & POLICIES

## Athulyam Vidur Charitable Trust

*Building a future of education, care and dignity.*

Last Updated: 18 October 2026

Athulyam Vidur Charitable Trust is committed to conducting its charitable activities with integrity, transparency, accountability, respect for human dignity and responsible stewardship of public contributions. These policies explain how we manage our website, donations, personal information, public communications and interactions with beneficiaries and partners.

These policies apply to visitors using our website, donors, volunteers, supporters, institutional partners and other individuals who interact with the Trust, subject to the terms of any separate agreement or applicable law.

## 1. Legal Identity and Organisational Information

Name: Athulyam Vidur Charitable Trust

Registration Number: 1890 | 2025

Registered Address: No. 14, Karunagara Pillai Street, Kosapalayam, Puducherry – 605013, India

Contact Number: +91 90439 09268

Email: [Insert official email address]

Website: [Insert official website URL]

The Trust undertakes charitable and community-oriented activities in areas including education, women's empowerment, social welfare, community development and support for vulnerable individuals.

The Trust currently supports students through educational assistance, including school-fee support and the distribution of books, notebooks and stationery. Additional initiatives, including proposed residential care and campus development projects, will be implemented subject to funding, approvals, registrations and applicable legal requirements.

Information concerning the Trust's registrations, tax exemptions, CSR eligibility and other statutory authorisations will be made available where appropriate and legally permissible.

## 2. Website Terms of Use

By accessing or using this website, you agree to these Terms of Use. If you do not agree, please discontinue use of the website.

### Permitted use

You may use this website to learn about the Trust, its activities, projects, programmes, fundraising initiatives and opportunities to participate in charitable work.

You agree not to:

- Use the website for unlawful, fraudulent or misleading purposes.
- Submit false, inaccurate or unauthorised information.
- Attempt to disrupt, damage or gain unauthorised access to the website or its systems.
- Copy, reproduce or commercially exploit website content without permission, except where permitted by law.
- Misrepresent your relationship with the Trust or claim to represent the Trust without written authorisation.

### Accuracy of information

We make reasonable efforts to keep website information accurate and current. Project details, proposed budgets, fundraising targets, timelines and programme descriptions may change as planning progresses.

Unless expressly stated otherwise, proposed projects and future facilities should not be interpreted as completed, operational, fully funded or officially approved.

### Third-party links

Our website may contain links to third-party websites, donation platforms, payment gateways and external resources. These services are governed by their own terms and privacy policies. The Trust is not responsible for content, security practices or services controlled by third parties.

### Suspension or modification

We may update, suspend or discontinue any part of the website where necessary for maintenance, security, legal compliance or operational reasons.

## 3. Privacy Policy

Athulyam Vidur Charitable Trust respects the privacy of individuals who contact us, support our work or participate in our programmes. This policy explains the categories of personal information we may collect, why we use it and how it may be handled.

### Information we may collect

Depending on how you interact with the Trust, we may collect:

- Contact information: name, phone number, email address and postal address.
- Donation information: contribution amount, transaction reference, receipt details and information required for accounting or statutory reporting.
- Enquiry information: messages, feedback, requests for assistance and correspondence.
- Programme information: information reasonably necessary to assess eligibility for educational support or other charitable programmes.
- Volunteer and partner information: relevant identification, contact, skills and organisational details.
- Website information: technical logs, browser information and limited usage data, where collected by our website or service providers.

We seek to collect only information that is reasonably necessary for the relevant purpose. We do not ask individuals to provide sensitive information through public website forms unless it is necessary and appropriate.

### How we use information

Information may be used to:

- Respond to enquiries and requests.
- Process donations and issue acknowledgements or receipts.
- Maintain accounts, financial records and audit documentation.
- Administer educational assistance, welfare programmes and other charitable activities.
- Communicate project updates where appropriate.
- Meet applicable legal, regulatory and reporting obligations.
- Protect the Trust, its beneficiaries, donors and systems against fraud or misuse.

### Sharing of information

We do not sell personal information. Where necessary and lawful, information may be shared with authorised staff, auditors, professional advisers, banks, payment service providers, technology service providers or government and regulatory authorities. We seek to limit such sharing to information reasonably necessary for the relevant purpose or legal obligation.

### Data security and retention

We aim to use appropriate administrative, organisational and technical measures to protect personal information against unauthorised access, disclosure, alteration, loss or misuse.

Information is retained for as long as reasonably necessary for its stated purpose and for applicable accounting, audit, safeguarding or statutory requirements. Access to records should be restricted to authorised persons. No method of online transmission or electronic storage can be guaranteed to be completely secure.

### Your privacy requests

Subject to applicable law, you may contact us to request access to, correction of or deletion of personal information, or to withdraw consent where processing is based on consent. Some records may need to be retained to meet legal, accounting, audit or safeguarding obligations.

Please send requests to [Insert privacy contact email] with sufficient information for us to identify the relevant record. We may need to verify your identity before responding.

We will handle personal information in accordance with applicable Indian data-protection laws and rules as they come into force.

## 4. Cookie Policy

Our website may use cookies or similar technologies to support essential website functions, remember preferences, understand website performance or improve the visitor experience. Third-party services, such as embedded maps, videos, analytics tools or payment gateways, may also use their own technologies.

Where required by applicable law, we will provide appropriate notice and obtain consent before using non-essential cookies or similar technologies.

You can manage cookies through your browser settings. Disabling certain cookies may affect website functionality. Third-party cookies are governed by the respective provider’s policies.

## 5. Donation Policy

Donations help the Trust pursue its charitable objectives, including educational support, women’s empowerment, community welfare and other eligible charitable initiatives.

### Voluntary contributions

All donations should be voluntary and made through the official channels identified by the Trust. Before making a contribution, donors should verify the recipient name, payment details and purpose of the appeal.

The Trust will not knowingly represent an unfunded or proposed project as completed or imply that a donor contribution guarantees a particular outcome.

### Use of donations

Donations will be applied towards the Trust’s charitable objectives and, where applicable, the stated purpose of a fundraising appeal. Contributions may be used for programme delivery, approved project costs, administration, monitoring, compliance and other legitimate expenses connected with charitable work.

Where a project-specific contribution cannot be used as originally intended because of changed circumstances, legal restrictions or project cancellation, the Trust will handle the funds in accordance with donor terms, applicable law and the Trust's governing documents.

### Donation receipts and tax benefits

Donation acknowledgements or receipts will be issued as appropriate and subject to the information supplied by the donor.

A donation does not automatically qualify for a tax deduction. Any claim for tax benefits depends on the Trust's valid applicable registrations or approvals, the nature of the contribution and the requirements of the relevant tax law. Donors should consult their tax adviser where necessary. The Trust will not promise tax benefits that it is not legally authorised to provide.

### Refunds and payment errors

Donations are generally treated as voluntary charitable contributions and are not refundable merely because a donor changes their mind.

If you believe that a payment was duplicated, made in error, unauthorised or credited incorrectly, contact us at [Insert official email address] and provide the transaction reference, date and amount.

We will review the circumstances and, where appropriate, coordinate with the bank or payment gateway to correct the error or process a refund in accordance with applicable law and the payment provider's procedures.

Do not send full card numbers, PINs, passwords or one-time passwords by email or message.

### Foreign contributions

The Trust will accept foreign contributions only where it is legally permitted to do so and has obtained any registration, prior permission or other authorisation required under the Foreign Contribution (Regulation) Act, 2010 and applicable rules.

Donors outside India should contact the Trust before transferring funds. The Trust does not represent that it is authorised to receive foreign contributions unless the relevant authorisation is in place.

## 6. Child Protection and Safeguarding Policy

Athulyam Vidur Charitable Trust recognises the dignity, safety, rights and best interests of every child. We are committed to preventing abuse, exploitation, neglect, discrimination and any form of harm in activities carried out by the Trust.

### Safeguarding principles

- Children must be treated with dignity and respect.
- No child may be subjected to physical punishment, sexual abuse, exploitation, intimidation, humiliation or discriminatory treatment.
- Staff, volunteers, representatives and partners must maintain appropriate professional boundaries.
- Children's personal information, photographs and stories must be handled responsibly.
- Any child-related activity must follow applicable child-protection laws and required authorisations.
- Concerns about a child's safety must be taken seriously and referred to the appropriate authorities or child-protection mechanisms when required.

### Photographs, stories and consent

The Trust will seek appropriate permission and, where required, the informed consent of a parent or lawful guardian before using identifiable photographs, videos or personal stories of children for publicity or fundraising.

Children should be treated respectfully in all communications. We will not knowingly publish material that exposes a child to humiliation, stigma, exploitation or unnecessary privacy risks. Consent does not override a child's safety or best interests. Information that could expose a child to risk will not be published.

### Residential care and child-related projects

Any proposed residential facility or child-care institution will operate only after obtaining the registrations, permissions and approvals required by law. Relevant safeguards, staffing arrangements, reporting mechanisms and operational policies must be established before services begin.

This policy does not represent that a proposed facility is already operational or approved.

### Reporting a concern

Anyone who suspects abuse, exploitation or a serious safeguarding violation should report it to the Trust through [Insert safeguarding contact email or phone]. Immediate threats to a child's safety should be reported promptly to the appropriate statutory or emergency authorities.

The Trust will handle reports sensitively, protect confidentiality to the extent possible and avoid retaliation against good-faith reporters.

## 7. Anti-Discrimination, Dignity and Respect Policy

The Trust aims to deliver charitable assistance fairly and respectfully, based on programme objectives, eligibility criteria, available resources and applicable law.

We do not tolerate harassment, exploitation, intimidation or abuse by trustees, staff, volunteers, beneficiaries, visitors or partners in connection with Trust activities.

Where appropriate, concerns will be reviewed fairly and proportionate action will be taken. This policy does not replace statutory complaint mechanisms or legally required workplace procedures.

## 8. Transparency and Accountability Policy

We recognise that public trust depends on responsible governance and clear reporting. The Trust aims to:

- Maintain appropriate records of donations, expenditure and charitable activities.
- Use contributions for legitimate charitable purposes in accordance with donor terms and applicable law.
- Maintain supporting documents for financial transactions and programme expenditure.
- Review and strengthen internal financial controls and authorisation procedures.
- Monitor programme activities and document outcomes using verifiable information.
- Meet applicable filing, audit and statutory reporting requirements.
- Disclose relevant registration and financial information where legally appropriate and authorised.
- Address credible complaints and concerns through a fair review process.

Reports, registration documents and financial information may be shared with donors, CSR partners, regulators or members of the public where appropriate, subject to privacy, confidentiality and legal restrictions.

The Trust will not knowingly publish fabricated beneficiary counts, unsupported impact claims, false endorsements or unverified project approvals.

## 9. Conflict of Interest and Ethical Conduct

Trustees, staff, volunteers and representatives are expected to act in the best interests of the Trust and its charitable objectives.

Actual, potential or perceived conflicts of interest should be disclosed to the appropriate governing authority and managed through documented procedures.

Trust resources must not be used for unauthorised personal benefit. Procurement, vendor selection, partnerships and expenditure should be handled fairly and with appropriate records and approvals.

Any related-party transactions must be handled in accordance with applicable law, the Trust's governing documents and appropriate governance procedures.

## 10. Intellectual Property and Website Content

Unless otherwise stated, website content—including text, logos, graphics, photographs, documents and other materials—is owned by or used with permission by Athulyam Vidur Charitable Trust or the relevant rights holder.

You may share links to our public pages and refer to our work accurately for lawful, non-misleading purposes.

You may not reproduce, modify, distribute or commercially use protected content without permission, except where permitted by law.

Use of the Trust's name, logo or identity must not imply endorsement, affiliation or authorisation where none exists.

## 11. Disclaimer

Information on this website is provided for general informational and charitable-awareness purposes.

Project proposals, indicative budgets, fundraising goals, timelines and anticipated outcomes may be revised following professional assessment, donor consultation, statutory approvals and availability of funds.

Website content is not a guarantee of project completion, a promise of funding, a representation of government endorsement or a substitute for professional legal, tax, financial or medical advice.

While we make reasonable efforts to maintain accurate information, we do not guarantee that every item of website content will always be complete, current or error-free.

Nothing in this disclaimer excludes any liability that cannot lawfully be excluded under applicable law.

## 12. Grievance Redressal and Contact

We welcome questions, feedback and concerns relating to our activities, donations, website, privacy practices or conduct associated with the Trust.

### Contact the Trust

Athulyam Vidur Charitable Trust

No. 14, Karunagara Pillai Street, Kosapalayam, Puducherry – 605013, India

Phone: +91 90439 09268

Email: [Insert official email address]

Privacy requests: [Insert privacy contact email]

Safeguarding concerns: [Insert safeguarding contact details]

Please include the nature of your concern and relevant reference details. Do not include unnecessary sensitive personal information.

We will acknowledge and review complaints within a reasonable period and seek to provide an appropriate response. Where a specific statutory grievance procedure or timeline applies, that procedure will take precedence.

## 13. Changes to These Policies

We may update these policies to reflect changes in our activities, website features, legal requirements or organisational practices.

Revised policies will be published on this page with an updated “Last Updated” date. Visitors and supporters are encouraged to review the page periodically.

## Our Commitment

Athulyam Vidur Charitable Trust remains committed to advancing education, supporting women and communities, and promoting care, dignity and opportunity for vulnerable individuals. We aim to fulfil this commitment through ethical conduct, transparent use of resources and respect for the rights and dignity of every person we serve.

### Athulyam Vidur Charitable Trust

Building a future of education, care and dignity.