



DATA PROTECTION AND PRIVACY POLICY

Kabalega Foundation is committed to protecting the privacy and security of personal data. This **Data Protection and Privacy Policy** describes how we collect, use, store, and protect personal information, ensuring that we respect the privacy rights of our beneficiaries, employees, volunteers, and any other individuals whose data we handle.

Our policy is aligned with applicable data protection laws and regulations, including the **General Data Protection Regulation (GDPR)**, where applicable, and other relevant national data protection laws.

1. Purpose

The purpose of this policy is to:

- Outline how Kabalega Foundation ensures the privacy and protection of personal data.
- Explain the rights of individuals regarding their personal data.
- Set guidelines for the collection, processing, and storage of personal data.
- Ensure compliance with relevant data protection laws and regulations.

2. Data Protection Principles

Kabalega Foundation commits to following the following key principles of data protection:

- **Lawfulness, Fairness, and Transparency:** We process personal data in a lawful, fair, and transparent manner.
- **Purpose Limitation:** Personal data is collected for specified, legitimate purposes and not further processed in a manner incompatible with those purposes.
- **Data Minimization:** We collect only the personal data that is necessary for the purposes for which it is being processed.
- **Accuracy:** We take reasonable steps to ensure that personal data is accurate and up-to-date.
- **Storage Limitation:** We do not store personal data for longer than necessary to fulfill the purpose for which it was collected.
- **Integrity and Confidentiality:** We process personal data in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing, accidental loss, destruction, or damage.

3. Information We Collect

Kabalega Foundation may collect the following types of personal data:

- **Personal Identification Information:** Name, address, phone number, email address, date of birth, and other similar identifiers.

- **Demographic Information:** Gender, age, nationality, and other demographic data.
- **Financial Information:** For donations, grants, or transactions (e.g., bank account information, credit card details), when applicable.
- **Employment and Volunteer Information:** Job title, work history, educational background, and volunteer involvement.
- **Health and Medical Information:** In certain cases, such as for health-related programs, we may collect relevant health information (with the consent of the individual).
- **Program and Service Data:** Information about participation in our programs, services, or activities, including preferences, feedback, and interactions with the Foundation.

We ensure that only necessary data is collected and processed, and we strive to limit our collection to the minimum required for our activities.

4. How We Use Personal Data

Kabalega Foundation uses personal data for the following purposes:

- **Program and Service Delivery:** To provide services, manage programs, and communicate with beneficiaries, volunteers, and donors.
- **Communication:** To send newsletters, updates, and other relevant information about the Foundation's activities, events, and campaigns.
- **Fundraising:** To manage donations, track contributions, and thank donors for their support.
- **Legal and Compliance:** To comply with legal obligations, including reporting requirements, and to ensure the safety and protection of individuals involved in the Foundation's activities.
- **Employment and Volunteer Management:** To process job applications, manage employment contracts, and engage with volunteers.
- **Data Analysis and Research:** To evaluate the effectiveness of our programs, assess needs, and improve the Foundation's operations.

We will only process personal data for the specific purposes for which it was collected, and will not use it for any other purpose without consent.

5. Data Sharing and Disclosure

Kabalega Foundation respects the privacy of individuals and will not disclose personal data to third parties except in the following circumstances:

- **With Consent:** We will share personal data when individuals have given explicit consent for specific purposes.
- **Service Providers:** We may share data with trusted third-party service providers who assist with functions such as IT services, data storage, and event management. These third parties are required to protect personal data and use it only for the services they provide.
- **Legal Requirements:** We may disclose personal data when required by law, such as to comply with a court order, government regulation, or other legal process.
- **Business Transfers:** In the event of a merger, acquisition, or sale of assets, personal data may be transferred as part of the transaction. We will notify individuals in advance if their data is to be transferred to another organization.

Any data shared will be done in accordance with applicable data protection laws and with the highest level of security.

6. Data Security

Kabalega Foundation is committed to ensuring the security of personal data. We have implemented appropriate technical and organizational measures to protect personal data from unauthorized access, alteration, disclosure, destruction, or loss. These measures include:

- Encryption of data where necessary.
- Secure storage systems and regular backup procedures.
- Access controls to limit who can view or handle personal data.
- Regular training for staff and volunteers on data protection principles.

We will promptly address any security breaches and notify affected individuals where necessary.

7. Data Retention

Kabalega Foundation will retain personal data only for as long as necessary to fulfill the purposes for which it was collected. Data will be securely deleted or anonymized when it is no longer required for operational or legal purposes.

We will periodically review the data we hold and ensure that data retention practices comply with relevant legal and regulatory requirements.

8. Individual Rights

Individuals have certain rights regarding their personal data, including:

- **Right to Access:** Individuals can request a copy of the personal data that we hold about them.
- **Right to Rectification:** Individuals can request that inaccurate or incomplete personal data be corrected.
- **Right to Erasure (Right to be Forgotten):** Individuals can request the deletion of their personal data, subject to certain exceptions (e.g., legal obligations).
- **Right to Restriction of Processing:** Individuals can request that their data is restricted from processing under certain conditions.
- **Right to Data Portability:** Individuals can request a copy of their personal data in a structured, commonly used, and machine-readable format.
- **Right to Object:** Individuals can object to the processing of their personal data for direct marketing purposes or other legitimate interests.
- **Right to Withdraw Consent:** Where consent is the basis for processing, individuals can withdraw their consent at any time.

Individuals wishing to exercise their rights should contact the Foundation's Data Protection Officer (DPO) or designated contact person.

9. Cookies and Tracking Technologies

Kabalega Foundation may use cookies and similar tracking technologies to improve website functionality and user experience. Cookies help track user preferences, gather analytical data, and enhance the performance of the Foundation’s website.

Users can manage cookie preferences through their web browser settings. However, disabling cookies may affect some functionalities of the website.

10. Third-Party Websites

Kabalega Foundation’s website may contain links to third-party websites. This **Data Protection and Privacy Policy** applies only to personal data collected by Kabalega Foundation and does not extend to third-party websites. We encourage users to review the privacy policies of third-party websites before submitting any personal data.

11. Policy Review

This **Data Protection and Privacy Policy** will be reviewed regularly to ensure it remains compliant with relevant data protection laws and reflects best practices. Updates to the policy will be communicated to individuals whose data we process.

12. Contact Us

For any questions or concerns regarding this **Data Protection and Privacy Policy**, or to exercise any of your data rights, please contact:

Data Protection Officer (DPO)

Kabalega Foundation

Email: dpo@kabalegafoundation.org

Tel: 256-200-900935

Kabalega Foundation is dedicated to safeguarding the privacy of individuals and ensuring the protection of personal data in compliance with applicable laws. By adhering to the principles outlined in this **Data Protection and Privacy Policy**, we aim to build trust with all stakeholders and uphold the Foundation’s commitment to responsible data management.

Signed:



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Executive Chairperson

Date: 04/01/2020