



REEP DATA PROTECTION POLICY



Rural Education & Economic Enhancement Program (REEP)

AN EMPOWERED GENERATION

P.O. Box 47, 50405, Butula MOBILE: +254 792 915 991. EMAIL: reepapt@yahoo.com

REEP's Data Protection Policy

Policy brief & purpose

Rural Education and Economic Enhancement (hereafter referred to as 'REEP') is committed to treat information of employees, clients, stakeholders and other parties with the utmost care and confidentiality. Any data or Information that REEP collects and/or shares shall not violate human dignity, human rights, privacy, or individual / public liberties. REEP is committed to national and international compliance with data protection laws.

The REEP Data Protection Policy shall ensure a satisfactory level of data protection as stipulated by relevant legal and ethical frameworks and that REEP shall gather, store and handle data fairly, transparently and with respect towards individual rights.

Scope

REEP Data Protection Policy applies to all data (personal or otherwise) that REEP collects, holds, uses and/or shares and specifically as relates to personally identifiable information; meaning any information relating to an identified or identifiable individual.

This data protection policy applies to all entities of REEP, including network and branch offices in all areas of operation..

Who is covered under the Data Protection Policy?

This policy covers all parties I.e. REEP employees, job candidates, clients, guests, volunteers, well-wishers etc. who provide any amount of information to REEP. Contractors, consultants, partners and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to REEP data.

Policy Elements

As part of REEP operations, we need to obtain and process information. This information includes names, images, addresses, health status, age, gender, physical, physiological, mental, economic, cultural or social identity as well as socio-economic status .REEP will collect this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

BOARD OF DIRECTORS

Mary Makokha, Paul Owiso, Chrisantus Maseno, Christine Wanjiru, Francis Obonyo, Faith Kazira



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REEP data will be:

- Accurate and kept up-to-date
- Collected fairly and for lawful purposes only
- Relevant and not excessive in relation to the purposes for which they are obtained and their further processing.
- Processed within REEPs legal and moral boundaries
- Protected against any unauthorized or illegal access by internal or external parties

REEP data will not be:

- Communicated informally
- Transferred to organizations, parties or entities that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling data, REEP has direct obligations towards people to whom the data belongs. Specifically REEP will:

- Let people know which of their data is collected
- Inform people about how REEP will process their data
- Inform people about who has access to their information
- Have provisions in cases of lost, corrupted or compromised data
- Allow people to request that REEP modify, erase, reduce or correct data contained in our databases

Actions

To exercise data protection, REEP is committed to:

- Restrict and monitor access to all data including sensitive data.
- Develop transparent data collection procedures
- Train employees in online/offline privacy and security measures
- Build secure networks to protect online data from cyberattacks
- Establish clear procedures for reporting privacy breaches or data misuse
- Include contract clauses or communicate statements on how we handle data
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

Our data protection provisions will appear on REEP website @reepbutula.org.

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Disciplinary Consequences

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.

This policy was approved by the board chair Francis Obonyo: 31 May 2021

The next review is due on or before:

31 May 2024

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