



PRIVACY NOTICE

1. Introduction

1.1 Aceli Africa (hereafter “we”, “us”, “our”) is committed to protecting your personal data. As a result, we would like to inform you regarding the way we process your personal data, as is required by the European Union General Data Protection Regulation 2016 (hereafter the “**GDPR**”), and other relevant data protection laws (together referred to as “**data protection laws**”) such as:

- **Kenya:** Data Protection Act 2019 and the Data Protection Regulations 2021
- **Uganda:** Data Protection 2019 and Privacy Act and the Data Protection and Privacy Regulations 2021
- **Tanzania:** Personal Data Protection Act 2022
- **Rwanda:** LAW N° 058/2021 of 13/10/2021 Relating to the Protection of Personal Data and Privacy
- **Zambia:** Data Protection Act 2021

1.2 This notice applies where we are acting as a data controller and data processor with respect to the personal data of our job candidates, owners and employees of Small and Medium Enterprise (SMEs) that **Aceli** works with, lending partners, donors, external consultants, clients, customers, technical assistance providers, website visitors and physical site visitors.

1.3 We recommend you read this Privacy Notice so that you understand our approach towards the processing of your personal data.

2. Collecting your personal data

2.1 **Aceli** collects and processes only the necessary information for the processing of your personal data for the purposes mentioned in the below section.

2.2 We may collect your personal data in the following ways:

- (a) **Directly** from you, e.g., through your CV, identity documents, when you correspond with us and provide us with your information via email, you act as or in the representation of **Aceli Africa**'s consultants or service providers or you visit our premises.
- (b) Registering or signing up for events, newsletters or publications on the website.
- (c) **Indirectly**, where we obtain information through social media platforms and when information is shared with us by third parties for e.g., LinkedIn and technical data from analytics providers such as Google
- (d) **Publicly available**. E.g., on your website or other online sources (i.e., information relating to your contact details).
- (e) When you browse and/or interact on our **website**.

2.3 We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

Categories of personal data	Details
Contact details	Name, email address, postal address, phone number, contact details of your referees, geolocation, location,
Individual details	Gender, nationality, age, title, educational level, date of birth, photo,
Financial Information	Income level, bank details, financial history
Educational and professional background	Education background and professional qualifications, reference letters
Other information	Next of kin contact details

3. Cookies

We use cookies on our website and platform, <https://aceliafrica.org/>. Insofar as those cookies are not strictly necessary for the proper functioning of our website and for the provision of our services on <https://aceliafrica.org/>, we will ask you to consent to our use of cookies when you first visit our website and platform. Please refer to our cookie policy which elaborates on the aspects of cookie usage and the purposes for which we use cookies.

4. How we use your personal data

4.1 **Aceli Africa** will only use your personal data for the purposes for which it was collected or agreed with you. We will not use your personal data for any automated individual decision making which will have a significant impact on you.

4.2 We rely on various legal bases to process your personal data, including:

- Performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract;
- For compliance with a legal obligation to which we are subject to;
- Legitimate interests, namely for the proper management of our relationships with the stakeholders concerned;
- Consent.

4.3 In addition to any specific purposes for which we may process your personal data, we may also process any of your personal data where such processing is necessary for compliance with legal and regulatory requirements which apply to us, or when it is otherwise allowed by law, or when it is in connection with legal proceedings.

5. Disclosure of personal data

5.1 We may need to share your personal data with third parties which assist us in fulfilling our responsibilities regarding our business relationship with you and for the purposes listed above. **Aceli Africa** may disclose your personal data to the following third parties:

- a) We may also make certain personal data available to third party service providers, consultants and contractors who provide services to us (such as our cloud service providers and technical assistance service providers). When we

share with these third parties, we do so on a need-to-know basis and under clear contractual terms and instructions for the processing of your personal data.

- b) Third-party companies which provide us with software, advisors, auditors, or legal representatives for compliance and internal investigations.
- c) Public and government authorities, as required by applicable laws and regulations, for national security and/or law enforcement purposes.
- d) Affiliates for legitimate business purposes.

5.2 We require our service providers and other third parties to keep your personal data confidential and that they only use the personal data in furtherance of the specific purpose for which it was disclosed. We intend to have written agreements in place with our processors to ensure that they comply with these privacy terms.

6. International transfers

- 6.1 Your personal data may be transferred to and processed outside our jurisdictions.
- 6.2 These transfers will always be made in compliance with the relevant data protection laws. Data transfers do not change any of our commitments to safeguard your privacy and your personal data remains subject to existing confidentiality obligations.
- 6.3 If we transfer your personal data to other countries which provide a lower level of protection, we will ensure that there are appropriate safeguards in place concerning the protection of your data, such as by using appropriate contractual data processing agreements.

7. Personal data security

We prioritise the security of your personal data and take appropriate technical and organisational measures to protect it from unauthorised access, disclosure, alteration, or destruction. We employ a combination of physical, administrative, and technological safeguards to ensure the confidentiality, integrity, and availability of your data. Here are some of the security measures we have implemented: Access controls, secure storage, incident response, and employee training amongst others.

8. Your data protection rights

Under the **data protection laws**, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

- **Right to access:** You can request access to the personal information we hold about you.

- **Right to rectification:** You can request corrections to any inaccurate or incomplete information.
- **Right to erasure:** You can request the deletion of your personal information under certain circumstances.
- **Right to restrict processing:** You can request the limitation of certain processing activities.
- **Right to data portability:** You can request to receive your personal information in a structured, commonly used, and machine-readable format.
- **Right to object:** You can object to certain processing activities based on your specific situation.
- **Right to withdraw Consent:** If we rely on your consent as the legal basis for processing your personal data, you have the right to withdraw your consent at any time. This will not affect the lawfulness of processing based on consent before its withdrawal.

9. Retention of your personal data

9.1 We adhere to data retention practices that are in accordance with our business requirements and applicable laws. Your personal data will be retained for the duration of your relationship and for a specific period, thereafter, as mandated by relevant domestic laws. Should you need further information regarding the precise retention periods of your personal data, please do not hesitate to contact our Data Protection Officer, as provided under section 11.

Note: Please refer to the Cookie Policy for more information on the Cookies retention period.

10. Your responsibilities

- 10.1 You are responsible for the data you provide or make available to us, and you must ensure it is honest, truthful, accurate and not misleading in any way. You must ensure that the data provided does not contain material that is obscene, defamatory, or infringing on any rights of any third party, does not contain malicious code; and is not otherwise legally actionable.
- 10.2 Further, if you provide any data concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and obtaining any consent necessary for us to collect and use that data as described in this notice.

11. General

- 11.1 We may update this notice from time to time to reflect best practices in data management, security, and control and to ensure compliance with any changes or amendments made to the **data protection laws** and any laws or regulations thereof.
- 11.2 The primary point of contact for questions relating to this privacy notice, including any requests to exercise your legal rights, is our Data Protection Officer who can be contacted by email, at info@aceliafrica.org.
- 11.3 If you believe we have not handled your request in an appropriate manner, you have the right to make a complaint to the relevant supervisory authority.