

# ALLIANCE

## FOR WOMEN AND GIRLS (AFWAG)

### DATA PROTECTION POLICY

#### 1. Introduction

1.1. The Alliance for Women and Girls (AFWAG) is dedicated to upholding the privacy and confidentiality of information gathered, handled and stored throughout our operations. This Data Protection Policy outlines the principles and practices we follow to ensure compliance with data protection laws and safeguard the rights and privacy of individuals in relation to membership within the AFWAG network.

#### 2. Scope

2.1. This policy is applicable to all members of the AFWAG Network who have access to and provide information within the AFWAG network.

#### 3. Data Collection and Processing

3.1. Our network secretariat will solely process information for specific clear cut and legitimate purposes that are directly related to the AFWAG network. Data subjects will be informed about the reasons behind collecting their data.

3.2. Our network secretariat will only handle information that is relevant, sufficient and necessary, for the intended purpose.

3.3. Prior to collecting and processing information we will obtain consent from individuals. This consent will be given freely with details provided ensuring that individuals are well informed and fully understand the implications of their consent.

##### 3.4. Data Security

3.4.1. Our secretariat will implement organizational measures to maintain the confidentiality, integrity and availability of personal information.

3.4.2. Access to information will be limited to authorized personnel based on their need to know basis. We regularly update access permissions based on need.

3.4.3. Personal information, data will be encrypted during transmission and storage to prevent unauthorized access.

##### 3.5. Data Disposal

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3.5.1. We will retain information for as long as necessary for the purposes it was collected or as required by applicable laws.

3.5.2. Personal information that is no longer required will be securely and permanently deleted or rendered anonymous to prevent access.

### 3.6. **Notification of Data Breach**

3.6.1. In case of a data breach that poses a risk to individuals rights and freedoms, our network will promptly inform the supervisory authority and affected individuals as per applicable data protection laws

## 4. **Rights of Individuals**

4.1. Individuals have the right to access their information held by our secretariat and request details about how it's processed.

4.2. Individuals have the right to request the rectification of any incomplete information.

4.3. Individuals have the right to request the removal of their information under circumstances.

## 5. **Compliance**

5.1. AFWAG is dedicated to adhering to all data protection laws and regulations including but not limited to the General Data Protection Regulation (GDPR) and local data protection laws.

## 6. **Review and Update**

6.1. This Data Protection Policy will be regularly updated in order to maintain its relevance and compliance, with laws and organizational requirements

## 7. **Acknowledgement**

7.1. By becoming a member of the AFWAG Network, organisations acknowledge their understanding of this Data Protection Policy and agree to comply with its provisions. You hereby further consent for AFWAG making such information available to those who provide advice, consultancy, products or services and financial support to the AFWAG secretariat (including donors or potential donors to the field and AFWAG funders, regulatory authorities, other members of AFWAG's affiliated organisations or partner organisations, and any potential acquirers of AFWAG's information should the charity be required to wind down its activities).

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Your Organisation Name:.....

Authorised Signatory:.....

Date: .....