



## **DATA PROTECTION POLICY**

Kenya Association of Fundraising professionals is registered with Office of Data Protection as a Data Controller reg no. 673-940B-B954

**In every class of registration below, the following consent is obtained prior**

Do you give consent to the Kenya Association of Fundraising Professionals (KAFFP) or their representatives, to collect store and use your personal data/information captured in this online form guided by General Data Protection Regulation (GDPR) (EU) 2016/679 and Kenya Data Protection Act 2019?

### **1. Members**

**Details:** Title, Name, Mobile Number, Email Address, Post Office Number, National ID/ Passport Number

**Purpose:** Membership Renewal Fees and update of member list with Registrar of societies for filing of annual returns and for purposes of election of Society officials

### **2. Event attendees**

**Details:** Title, Name, Mobile Number, Email Address, Organization's Finance Contact, Images and video recordings during events

**Purpose:** Communicating event details to the event attendees and sending invoices to the finance department for event payment processing.

Images and videos are taken for marketing purposes with attendees signed consent

### **3. Volunteers**

**Details:** Name, Mobile Number, Email Address, National ID/ Passport Number, Residence, Qualifications, Skills

**Purpose:** Reviewing volunteer qualifications against available opportunities and contacting them for the opportunities

### **4. Event Speakers/Trainers/Consultants**

**Details:** Title, Name, Mobile Number, Email Address, Area of specialization, Images and video recordings before and during events, passport size-photos, bios

**Purpose:** Sharing speaking opportunities for events. Images and videos, passport size photos, bios are taken for marketing purposes

## **RISK AND SAFEGUARD MEASURES**

**Risk:** Malware Attacks e.g., Trojans, Spyware, Adware, Scareware, Ransomware, Botnets, Key logger, Worms, Rootkits, Virus, Fileless Malware

**Measure:** Installation of Kasper-sky Internet Security Software, Installation of surveillance cameras,

**Risk:** Theft and Sale of Corporate Data

**Measure:** Corporate data is shared with a few trusted individuals with strict policies for not re-sharing

**Risk:** Password Theft

**Measure:** Having multifactor authentications

**Risk:** Email and Internet Fraud

**Measure:** Sensitizing employees on safe emails correspondences and having strong internet security systems