

Data Protection Policy

Introduction

This Data Protection Policy outlines how Fellowship of Christian Unions (FOCUS) Kenya, a non-governmental and non-profit organization, collects, uses, stores, and protects the personal data of its stakeholders and other individuals it communicates with. We are committed to respecting your privacy and protecting your personal data in accordance with applicable data protection laws and regulations.

What data do we collect?

We may collect and process the following personal data about you:

- **Contact information:** Title, Name, address, email address, gender, phone number, town, university, marital status and spouse details
- **Donation information:** Donation amounts, date and methods of donations, project designations
- **Communication preferences:** Preferred language, communication channels (email, phone, mail)
- **Publicly available information:** Information available from public sources, such as social media profiles
- **Areas of interest of involvement in FOCUS**

How do we use your data?

We use your data for the following purposes:

- To process your donations and provide you with receipts and acknowledgments.
- To send you updates on the progress of projects you have funded and the impact of your donations.
- To invite you to events and fundraising activities.
- To personalize your experience with our organization.
- To analyze data to improve our fundraising efforts and communication strategies.

- To analyze data on stakeholder involvement in ministry in the Christian Unions
- To comply with legal and regulatory requirements.

Legal basis for processing your data

We rely on the following legal bases for processing your data:

- **Consent:** You can withdraw your consent at any time by contacting us (see below).
- **Contractual obligations:** We need to process your data to fulfill our contractual obligations to you, such as processing your donations.
- **Legitimate interests:** We have a legitimate interest in processing your data for fundraising purposes and to communicate with you about our work. However, we will always balance your interests and rights with our own legitimate interests.

Who do we share your data with?

We will not share your personal data with third parties without your consent, except in the following limited circumstances:

- With Christian Union leaders for the purposes of inviting you to speak in their services and facilitate in their trainings
- With service providers who help us manage and process your data, such as payment processors like Safaricom. We require all service providers to implement appropriate security measures to protect your data.
- With government or law enforcement authorities if we are required to do so by law.

How long do we keep your data?

We will retain your personal data for as long as necessary to fulfill the purposes for which it was collected, unless a longer retention period is required by law.

Your rights

You have the following rights under data protection law:

- The right to access your personal data.
- The right to rectify inaccurate personal data.

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- The right to erase your personal data.
- The right to restrict the processing of your personal data.
- The right to object to the processing of your personal data.
- The right to data portability.

You can exercise these rights by contacting us (see below).

Security measures

We have implemented appropriate technical and organizational measures to protect your personal data from unauthorized access, use, disclosure, alteration, or destruction.

Changes to this policy

We may update this policy from time to time. We will notify you of any changes by posting the updated policy on our website.

Contact us

If you have any questions about this policy or how we use your data, please contact us at dataprotection@focuskenya.org.

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