

At the Environmental Institute of Kenya (EIK), we are committed to safeguarding your personal information in accordance with the Data Protection Act, 2019 of Kenya. This policy outlines how we collect, use, disclose, and protect the personal data of our users, ensuring compliance with all applicable laws.

1. Collection of Personal Information

We may collect personal information from you in several ways, including:

- When you visit our website or register as a member.
- When you subscribe to our newsletter or sign up for events.
- Through interactions with our staff, online forms, or surveys.

The personal data we collect may include:

- Name
- Email address
- Phone number
- Mailing address
- Job title or profession
- Membership and billing information

We ensure that the collection of personal information is done in a lawful, transparent, and fair manner, and only for specific, legitimate purposes.

2. Usage of Collected Information

The personal data you provide will only be used for the following purposes:

- To manage and process your membership, event participation, or service requests.
- To communicate with you about EIK activities, updates, and events.
- To improve our website, services, and user experience.
- To maintain internal records and fulfil legal and regulatory requirements.

We will not process personal data in a way that is incompatible with these purposes unless legally required.

3. Protection of Personal Information

We are committed to protecting your personal information from unauthorised access, alteration, disclosure, or destruction. To ensure data security:

- We use appropriate technical and organizational measures, including encryption and secure servers.
 - Access to personal data is restricted to authorized personnel only.
 - We continuously review our security policies to ensure data protection.
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4. Disclosure of Personal Information

We will not sell, share, or disclose your personal information to third parties unless:

- You have provided explicit consent.
- It is required by law or regulatory authorities.
- It is necessary for the performance of our services (e.g., third-party service providers assisting in the management of our website or communication platforms).

When sharing data with third parties, we ensure that they comply with the relevant data protection regulations.

5. Cookies and Website Data

We may use cookies on our website to enhance your user experience. Cookies are small files placed on your computer that help us remember your preferences and understand how you interact with our website. You can choose to accept or refuse cookies through your browser settings.

We may also collect non-personal identification information such as your browser type, operating system, and browsing behavior to improve our website's functionality and user experience.

6. Your Rights

Under the Data Protection Act, 2019, you have several rights concerning your personal data:

- **Right to Access:** You may request to access the personal information we hold about you.
- **Right to Rectification:** You can request the correction of inaccurate or incomplete data.
- **Right to Erasure:** You can request the deletion of your personal information if it is no longer necessary for the purpose it was collected.
- **Right to Restrict Processing:** You can request a limitation on how we use your data.
- **Right to Data Portability:** You can request the transfer of your data to another service provider.

- **Right to Object:** You may object to the processing of your data for certain purposes, such as direct marketing.

To exercise any of these rights, please contact us using the details provided below.

7. Data Retention

We will only retain your personal information for as long as is necessary to fulfill the purposes for which it was collected, or as required by law. Once your data is no longer needed, it will be securely deleted or anonymized.

8. Changes to This Privacy Policy

EIK reserves the right to update or modify this privacy policy at any time. We will notify users of any significant changes through our website or by email. We encourage you to review this policy periodically to stay informed about how we are protecting your personal information.

9. Contact Information

If you have any questions or concerns regarding this privacy policy or wish to exercise your rights, please contact us at:

Environmental Institute of Kenya (EIK)

Email: info@eik.co.ke

Phone: **+254 769 484 895**

We are committed to addressing your concerns promptly and ensuring your personal data is handled in accordance with Kenya's Data Protection Act.