

ICON Data and Learning Labs



DATA PROTECTION POLICY

www.icondatalearning.org

2024

Introduction

At ICON Data and Learning (IDL) Labs, we are committed to protecting the privacy and personal data of our staff, volunteers, clients, and partners. We comply with the requirements of the Data Protection Act of Kenya and any other applicable data protection regulations in Kenya.

Purpose

This data protection policy outlines how we collect, use, and protect personal data in compliance with the law. It outlines our approach to data protection and our commitment to ensuring personal data's confidentiality, integrity, and security.

Data Protection Principles

IDL Labs will ensure that all personal data is:

1. Processed lawfully, fairly, and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit, and legitimate purposes and not further processed in an incompatible manner.
3. Adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.

6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organizational measures.

Data Collection and Use

All IDL affiliates who collect and process the personal data of employees, clients, and partners for business purposes can only do so with the data subject's explicit consent. Personal data will only be used for the specific purpose for which it was collected and will not be disclosed to any third party without consent, except as required by law. Personal data will be kept for as long as it is necessary for the purpose for which it was collected and will be securely deleted or destroyed when it is no longer required.

Data Security

IDL will ensure that personal data is secure and protected from unauthorized access, use, or disclosure. We have implemented technical and organizational measures to safeguard personal data against accidental or unlawful destruction, loss, alteration, or unauthorized access.

Data Subject Rights

At ICON Data and Learning Labs, we recognize the rights of data subjects, including the right to access their personal data, to have it corrected, updated, or deleted, and to object to its processing. Data subjects can exercise these rights by submitting a request in writing to the Data Protection Officer.

Data Protection Officer

IDL has designated the Chief Technology Officer to be the Data Protection Officer (DPO).

Accordingly, the DPO will:

- a) Advise IDL Labs staff on requirements for data protection, including Data Protection Impact Assessments (DPIA)
- b) Ensure that IDL Labs has complied with the legal requirements regarding data protection.
- c) Facilitate capacity building of staff involved in data processing operations.
- d) Cooperate with external regulators on matters relating to data protection.

IDL DPO can be contacted via email: dpo@icondatalearning.org

Duty to notify

IDL has a duty to notify data subjects of their rights before processing data. We will therefore inform the data subjects of their rights.

- a) To be informed of the use to which their personal data is to be put.
- b) To access their personal data in our custody.
- c) To object to the processing of all or part of their personal data.
- d) To the correction of false or misleading data.
- e) To delete false or misleading data about them.

Lawful and fair processing of data

IDL will only process data where they have a lawful basis to do so. Processing personal data will only be lawful where the data subject has given their consent for one or more specific purposes or where the processing is deemed necessary:

- a) For the performance of a contract to which the data subject is a party (for instance a contract of employment).
- b) To comply with the IDL Labs legal obligations.
- c) To perform tasks carried out in the public interest or the exercise of official authority.
- d) To protect the vital interests of the data subject or another person.
- e) To pursue IDL Labs legitimate interests where those interests are not outweighed by the interests and rights of data subjects.
- f) For historical, statistical, journalistic, literature and art or scientific research.

Data Breach

Notification: In the event of a data breach, the organization will notify the relevant authorities within 72 hours of becoming aware of the breach and will notify affected data subjects as soon as possible.

Training and Awareness

IDL ensures that all staff and volunteers are aware of their responsibilities under this policy and are trained in data protection best practices.

Policy Review and Updates

IDL will review this policy periodically and update it as necessary to reflect changes in legislation or best practices.

Contact Information

If you have any questions or concerns about this policy, please contact the Data Protection Officer at dpo@icondatalearning.org

Signed:

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character.

For: ICON Data and Learning Labs

Date of Last Update: January 2025