



REGIONAL CENTRE FOR MAPPING OF RESOURCES FOR DEVELOPMENT

RCMRD DATA PRIVACY POLICY

We respect your privacy and are committed to protecting your personal information. This privacy policy (“Policy”) applies to your use of the applicant’s data. This Policy sets out how we collect, store, guard, share and use any personal data that we may collect from you when you use or otherwise interact with the RCMRD Career System or the services offered through the platform. The Policy and our treatment of your personal data complies with the Data Protection Act of Kenya 2019 (otherwise amended from time to time).

Please review this Policy carefully to understand our practices.

This RCMRD Career system is not intended for children (i.e. under 18 years) and we do not knowingly collect data relating to children.

TERMS

For ease of reference, the terms below as used in the Policy have the following meaning:

Account means the account you create when registering as a user on this system to enable you apply for a job and other services on the system.

Personal data means information relating to you and which can identify you as an individual (whether on its own or taken with other information). It does not include aggregated or anonymized data, which is information that can no longer identify you.

Services means such services made available, accessed, published or otherwise offered through the system.

DATA CONTROLLER

RCMRD is the data controller and responsible for your personal data (referred to as “we”, “us” or “our” in this Policy). If you have any questions about this Policy please send an email to rcmrd@rcmrd.org.

If you have any questions about this Policy, including any requests to exercise your legal rights, please contact RCMRD using the details set out above.

DATA COLLECTED

Depending on the Services you are obtaining or accessing, we may collect, store, use and transfer the following different types of information:

- a. Identity information such as your first name, maiden name, last name, username or similar identifier, marital status, title, nationality, date of birth or gender.
- b. Contact information such as your physical address, delivery address, email address and telephone numbers, the name of your business, and/or location.
- c. Financial information such as bank account, payment card details, and/or monthly income. Details about monthly income is collected for users of brightermonday.co.ke only.
- d. Verification information such as your government issued national identification or passport, KRA PIN certificate, business permits, company incorporation certificates, and/or location.
- e. The information like copy of your academic certificates, professional certificates and any other certificates that may be relevant for the job applied will also be collected
- f. Account information relating to the use of the RCMRD Career system including profile data such as your username, password, referees, preferences, survey responses and/or feedback.
- g. Automatic information and information about your device including technical data (internet protocol (IP) address, login data, time zone setting, browser type and version, location, browser plug-in types and versions, operating system and system, and/or other technology on the devices you use to access the RCMRD Career system. Note that this automatic information and device information is used to screen for potential risks and fraud, to improve and optimize the system, to ease access to the system, and to carry out upgrades, data analysis, and improve the quality of services. You can set your browser to refuse all or some browser cookies, but this will make parts of the system inaccessible or inhibit functionality.
- h. Marketing and communications data such as your preferences in receiving marketing from us and our third parties and your communication preferences.

Note: Please note that this is not an exhaustive list.

We may collect and use statistical or demographic information for any purpose. This data is anonymous and it is not personal information as this data will not directly or indirectly reveal your identity. However, if we combine or connect statistical/ demographic information with your personal data, we treat the resulting information as personal data and it will be used in accordance with this privacy policy.

We do collect sensitive personal data about you. This includes details about your race or ethnicity, religious or philosophical beliefs, sex life, information about your health, and genetic and biometric data. We also collect information about criminal convictions and offences.

What if I don't want to provide any personal data?

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to process your application. In this case, we may have to disqualify your application with us but we will notify you if this is the case at the time.

HOW DATA IS COLLECTED

- a. We collect personal information;
- b. That you provide to us directly for example through the RCMRD Career system, on the phone or through any other communication channel or method.
- c. We obtain from other sources.
- d. Using cookies, logs, web beacons, tags, pixels and other internet technologies (used to record information about how you browse the Site), for example the technical data.

ACCURACY OF THE DATA

It is important that the personal data we hold is accurate and current to enable us to process the application. As such, please keep us informed if you update your personal data or any other information changes in the course of your use of the RCMRD Career system.

You guarantee and declare that you are the owner of the information you submit on the system or share with us, or that you have the necessary rights to do so. You also guarantee and declare that it is exact, true and verified, and the use of the information is not contrary to this Policy or applicable laws and will not damage a third party's reputation. You accept full and complete liability for any information that is contrary to this Policy or any applicable laws.

USE OF THE COLLECTED DATA

How we use your personal data depends on the Services you are accessing. We will use your personal data;

To provide you with the Services, in particular:

- a. To contact you about the jobs, notifications and any other alerts.
- b. To comply with our legal obligations.
- c. To perform a task in the consideration of the greater public interest.
- d. Where necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- e. Where the personal data is required for statistical or research purposes.

Note: we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

Generally, we do not rely on consent as a legal basis for processing your personal data although we will get your consent before sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us.

SECURITY

If you are a registered user of the system, you are entirely responsible for maintaining the confidentiality of your password and login name. Furthermore, you are entirely responsible for any and all activities that occur under your account. You must immediately notify us of any unauthorized use of your login name or any other breach of security known to you.

The security and integrity of your personal data is important to us and we have in place appropriate security measures and take all due care to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. Unfortunately, we cannot guarantee its absolute security since there is no method of transmission over the internet or method of electronic storage that is fully secure. We disclaim all liability to you to the greatest extent possible under the law should such a breach of security occur.

SHARING YOUR PERSONAL DATA

Except as specified in this Policy, we will not disclose your personal data to third parties without your consent.

We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

RETENTION OF DATA

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. Your personal data may be retained for a longer period where there has been a complaint or there is a prospect of litigation with respect to your use of the Site.

MARKETING

We strive to provide you with choices regarding certain personal data uses, particularly around jobs, marketing and advertising.

Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a product/service purchase, product/service experience or other transactions.

YOUR LEGAL RIGHTS

In accordance with the applicable laws of Kenya, you may have the right to:

- a. Be informed of the use to which your personal data is being put.
- b. Access your personal data.
- c. Object to the processing of your personal data.
- d. Request restriction of the processing of your personal data.

- e. Request for correction of false or misleading personal data.
- f. Request the transfer of your personal data.
- g. Request erasure of false or misleading personal data. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- h. Withdraw consent at any time where we are relying on consent to process your personal data.

Changes to the Privacy Policy

We regularly review and update this Policy in order to reflect changes to our practices, for operational, legal or regulatory reasons, and for any other purpose. Any revisions to this Policy will be uploaded to the system and such upload will be deemed to be sufficient communication to you. Where you are a registered user, we may elect, at our own discretion, to notify you of any revision through a notice on your account.

CHANGES TO PERSONAL INFORMATION

Creating and using a profile on RCMRD Careers system, requires you to share with us your personal information (e.g. email address, and mobile phone number).

Because we respect your privacy and are committed to protecting your personal information, we will provide you with options to modify any of the personal information that you provided us when setting up your profile.

DATA DELETION REQUEST (RIGHT TO BE FORGOTTEN)

As a data subject you can request for deletion of your personal data from our system or withdraw consent on processing of your personal information. If you wish to delete your data from RCMRD Career system.

Should you wish to completely delete your profile, send an email to jobs@rcmrd.org with a clear Subject line, from the email that belongs to the profile which you wish to be deleted and at least a reason to why you would want your profile deleted.

References

Data Protection Act of Kenya 2019