

MTOTO NEWZ INTERNATIONAL

Data Protection Policy

Definitions

1. *Personal data* – information about an individual relating to race, sex, gender, marital status, national or social origin.
2. *Data Agent* – the person who collects and/or processes personal data, in this case Mtoto Newz international.
3. *Data subject* – the individual from whom the data is collected.
4. *Processing* – it implies the collection, retrieval, disclosure via dissemination or transmission and alteration of the data.

Data Protection Principles

This document refers to a guide on how Mtoto Newz International aims to design, execute, supervise and achieve appropriate security of the organization's data.

Mtoto Newz International is fully dedicated to protecting the rights and privacy of individuals in compliance with the Data Protection Act, 2018 which requires that:-

1. Information shall be collected, processed, stored or dealt with in any other manner if it is necessary for or directly related to a lawful, explicitly defined purpose and shall not intrude on the privacy of the data subject;
2. Information shall be collected directly from and with the consent of the data subject;
3. Where information relating to the data subject is held by a third party, the information may only be released to another person or put to a different use with the consent of the data subject;
4. The data subject shall be informed of the purpose to which information shall be put and the intended recipients of that information at the time of collection;
5. Information shall not be kept for a longer period than is necessary for achieving the purpose for which it was collected;
6. Information shall not be distributed in a manner that is incompatible with the purpose for which it was collected with the consent of the person and subject to any notification that would attract objection;

7. Reasonable steps shall be taken to ensure that the information processed is accurate, up-to date and complete;
8. Appropriate technical organizational measures shall be taken to safeguard the data subject against the risk of loss, damage, destruction of or unauthorized access to personal information; and
9. Data subjects have a right of access to their personal information and a right to demand correction if such information is inaccurate.

General Provisions

1. This protection statement applies to all data collected that is collected, retrieved and or disseminated by Mtoto Newz International.
2. The agent shall be responsible for the organization's compliance with this policy.
3. This policy is subject to review and change; during which all affected will be notified.

Consent

In compliance with the General Data Protection Regulation policy, Mtoto Newz International shall:-

1. Get consent from the data subject for any personal data that the organization may wish or intent to collect, disseminate and or process;
2. Ensure that consent is given from a parent, guardian or individual holding parental authority; if the data subject is a child;
3. In cases where consent is given on behalf of a minor, the child shall have a right to withdraw their consent at any period they may wish to;
4. Ensure that the minor is informed on how the collected data will or may be used;

Consent shall be availed to a child in simple language that is age-appropriate

Right of withdrawal/erasure

1. Data subjects hold the right to withdraw and or have their information erased at any time they may wish by submitting a request either in writing or verbal;
2. Upon receiving the above mentioned request, the data agent shall have a period not exceeding 1 month to act upon it;

Security

1. Mtoto Newz Internatinal shall ensure that personal data is kept safe and secure at all times.
2. Unauthorized access and or sharing of personal data shall strictly be prohibited.
3. There shall be no sharing of login information to a third party.
4. Access to personal data shall only be limited to personnel need access to it...
5. The organization shall put in place suitable back-up and data recovery measures.

Roles of data custodian

This policy documents that the data custodian shall:-

1. Implement appropriate low level access rights of data to personnel.
2. Ensure that organization's data is kept safe and secure.
3. Review and or change any criteria that threatens the security of data.
4. Provide safe and secure access to necessary data as per received requests.

END OF POLICY