

2025

**DATA PROTECTION
POLICY**

Updated, September 2025

ENDORSED BY BOARD CHAIR

SIGNATURE: _____


DATE: 5th September 2025

SIGNED BY EXECUTIVE DIRECTOR

SIGNATURE: _____


DATE: 5th September 2025

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1. Introduction

1.1 Purpose

This Data Privacy and Protection Policy establishes a framework for the lawful and secure processing of personal data by Windle International Uganda (WIU). It aims to ensure compliance with Uganda's Data Protection and Privacy Act, 2019, and other applicable laws and regulations, while promoting accountability, transparency, and respect for individuals' rights.

1.2 Scope

This policy applies to all WIU staff, volunteers, contractors, and partners who handle personal data in the course of organizational operations. It applies to all personal data collected, processed, stored, or shared in physical or electronic form.

1.3 Policy Statement

WIU is committed to protecting the privacy of all individuals whose personal data it collects and processes. The organization shall only collect data necessary for its functions, ensure secure processing and storage, and uphold the rights of data subjects in accordance with the law.

1.4 Establishment Authority, terms and conditions

The Board of Trustees maintains the authority for establishing the Data Protection Policy document from time to time as it considers necessary.

The Data Protection Policy will continue to evolve and be improved through input from all employees. The Executive Director (ED) has the ultimate responsibility and authority for implementation and administration of the policy.

This policy will be reviewed at-least every three (03) years to accommodate changes in donor requirements or organizational needs. Amendments require approval from the Senior Management Team and the Board of Trustees.

This policy is also grounded in the following legal and regulatory instruments:

- The Constitution of the Republic of Uganda, 1995 (as amended)
- The Data Protection and Privacy Act, 2019
- The Access to Information Act, 2005
- The Computer Misuse Act, 2011
- Other applicable local and international data protection frameworks

Relevant donor guidance documents, including data protection standards, will be referenced and attached as annexes.

2. Data Protection Principles

WIU adheres to the following principles in its data processing activities, which form the cornerstone of its commitment to data privacy and accountability:

- i. **Lawfulness, Fairness, and Transparency:** All personal data processing activities must have a lawful basis and be conducted in a fair, ethical, and transparent manner. WIU will ensure that individuals are informed of how their data is being used.
- ii. **Purpose Limitation:** Data will only be collected for clearly defined and legitimate purposes. Further processing of data will not be done in a way that is incompatible with those purposes.
- iii. **Data Minimization:** WIU will collect only the data that is necessary, avoiding unnecessary or excessive information collection.
- iv. **Accuracy:** Data will be kept accurate and up to date. WIU shall implement mechanisms to verify and update personal information where appropriate.
- v. **Storage Limitation:** Personal data will be retained only for the duration necessary to fulfill the intended purpose or comply with legal obligations.
- vi. **Integrity and Confidentiality:** WIU commits to protecting personal data against unauthorized access, accidental loss, destruction, or damage by implementing robust technical and organizational security measures.
- vii. **Accountability:** WIU will document and demonstrate compliance with all data protection principles and will take appropriate measures to ensure and verify compliance by staff and partners.

3. Legal Basis for Data Processing

WIU recognizes that all personal data must be processed based on a lawful ground. The organization relies on the following legal bases as defined in the Data Protection and Privacy Act, 2019.

- I. **Consent:** Data subjects provide clear and informed consent for specific data processing activities. This is especially emphasized when handling sensitive personal data.
- II. **Contractual Necessity:** Where processing is required for the performance of a contract to which the data subject is a party or to take steps prior to entering into a contract.
- III. **Legal Obligation:** When processing is necessary for compliance with statutory obligations under Ugandan law or any other applicable regulation.
- IV. **Vital Interests:** In cases where processing is necessary to protect the life, health, or safety of the data subject or another person.
- V. **Public Task or Legitimate Interests:** For processing necessary to carry out functions in the public interest or to fulfill legitimate interests pursued by WIU or third parties, provided these do not override the fundamental rights and freedoms of data subjects.

All data processing activities at WIU are reviewed to ensure that at least one of these legal bases applies.

4. Rights of Data Subjects

WIU fully upholds the rights of individuals as guaranteed under the Data Protection and Privacy Act, 2019. All staff and partners shall respect and enable the exercise of these rights through appropriate procedures and systems. These rights include:

- i. **Right to be Informed:** Individuals shall be informed, at the point of data collection, of the purpose, legal basis, and intended use of their data.
- ii. **Right of Access:** Data subjects may request access to their personal data and information about how it is processed.

- iii. **Right to Rectification:** Individuals have the right to request correction of inaccurate or incomplete personal data.
- iv. **Right to Erasure:** Also known as the 'right to be forgotten,' this allows individuals to request deletion of their data where it is no longer necessary or lawful to retain it.
- v. **Right to Restrict Processing:** Individuals may request that WIU limits the way their data is processed in certain situations.
- vi. **Right to Object:** Data subjects may object to processing, particularly in cases involving direct marketing or profiling.
- vii. **Right to Data Portability:** Where applicable, individuals may request their data in a structured, commonly used, and machine-readable format and transfer it to another data controller.
- viii. **Right to Lodge a Complaint:** Individuals may raise complaints with the National Personal Data Protection Office (NPDPO) if they believe their rights have been infringed.

WIU is committed to facilitating these rights and shall respond to all such requests within the legally mandated timeframes.

5. Data Collection and Use

Data shall be collected using lawful and ethical methods. WIU shall inform data subjects of:

- I. The purpose for collecting their data.
- II. The intended use and duration of storage.
- III. Whether their data will be shared with third parties.

Personal data collected may include identity details, contact information, health data (where necessary), employment records, and beneficiary profiles, depending on the purpose.

6. Data Collection from Beneficiaries and Persons of Concern

WIU works primarily with vulnerable populations, including refugees, asylum seekers, and other persons of concern. In the course of delivering education and protection services, personal data is collected for purposes such as registration, program eligibility, service provision, monitoring, and reporting.

The organization recognizes the sensitivity of such data and commits to:

- i. Ensuring that data collection is done with informed consent, in a language and format that the individual understands.
- ii. Limiting data collection to what is necessary for the provision of services and support.
- iii. Implementing safeguards to ensure confidentiality, particularly for minors, survivors of violence, and other at-risk individuals.
- iv. Training field and program staff on ethical and responsible data collection practices.
- v. Avoiding any use of collected data that could expose beneficiaries to harm or discrimination.

Data collected from persons of concern will be handled with heightened sensitivity and in line with applicable Ugandan laws, this policy, and any donor-specific requirements as outlined in the annexes.

7. Data Sharing and Disclosure

WIU may share personal data with authorized third parties such as donors, implementing partners, or regulators only when:

- The data subject has consented; or
- Required by law or regulation; or
- Necessary for service delivery or contractual obligation.

All third parties must comply with WIU’s data protection standards and sign confidentiality agreements.

8. Data Security and Storage

WIU employs physical, technical, and administrative safeguards to protect data, including:

- Secure servers and password protection
- Access controls and role-based permissions
- Encrypted electronic communications
- Secure physical storage for paper records

Staff are trained on data protection protocols and cybersecurity best practices.

9. Data Retention and Disposal

Data shall be retained only as long as necessary for the intended purpose or legal requirement. Once data is no longer required, it shall be safely deleted or destroyed.

Retention schedules shall be developed in line with WIU’s records management policy while considering donor specific guideilines.

10. Responsibilities

The key responsibilities for policy management are define below;

Role	Responsibilities
Executive Director	Overall oversight of policy implementation
Director of Operations	Enforcement and periodic review of this policy
ICT Officer	Ensure systems security, data access controls, and compliance
All Staff	Comply with this policy and attend relevant trainings

Other Applicable Policies

This policy should be used in conjunction with the following documents:

- **Anti-Money Laundering Policy**
- **Human Resources Policy**
- **Main Donor Agreements**
- **Risk Management Policy**
- **ICT Policy**

11. Appendices and Annexes

Annex I: Uganda Data Protection and Privacy Act, 2019

Annex II: Records Retention Schedule

Annex III: Donor Data Protection Guidance (UNHCR, ECW, WUSC)