



## Data Privacy Policy

**Executive Director – Jimmy Wilford**

📍 24 Jefferson Road, Logan Park, Hatfield, Harare, Zimbabwe

📞 Cell: +263 772 819 786 / Tel +263 242 571184, +263 242 571190

[jimmy@saywhat.org.zw](mailto:jimmy@saywhat.org.zw)

[saywhat@mweb.zo.zw](http://saywhat@mweb.zo.zw)

[www.saywhat.org.zw](http://www.saywhat.org.zw)

<b>Document Control</b>	
<b>Owned By</b>	Finance, Administration and Legal Committee
<b>Reviewed and Approved By</b>	SAYWHAT Advisory board
<b>Created</b>	2023
<b>Next Review</b>	
<b>Version</b>	

At SAYWHAT, we are committed to protecting the privacy and security of the personal data we collect and process. This Data Privacy Policy explains how we collect, use, store, and disclose personal data and the rights of individuals whose personal data we hold. These conditions apply to all SAYWHAT's activities in relation to information, recommendations, research interventions, documents and services.

## **1. Data Collection and Processing**

SAYWHAT collects and processes personal data for the purposes of youth engagement and empowerment programs. The personal data we collect may include:

- Name, address and place of residence
- Telephone number and e-mail address
- Date of birth
- Participation in our organisation's activities (photos, videos)
- Requests for information
- Questions
- Complaints

We will only collect personal data from individuals with their consent or with the consent of their parent/guardian if they are under 18 years old. We will inform individuals of the purposes for which we collect and process their personal data, and we will only process their personal data for those purposes.

Your personal data may be processed by SAYWHAT for the following purposes:

- Entering and administering agreements (donors, etc.).
- Setting up donor records
- Offering services.
- Sending a newsletter.
- Managing, handling, and developing IT systems
- Questioning stakeholders and carrying out research.
- Entering collaboration with third parties.
- Our management system.
- Complying with legal obligations.
- For filing purposes, where data is only used for legal procedures or historical or statistical reasons.

## **2. Data Storage and Security**

We take appropriate measures to ensure the security and confidentiality of personal data, including physical, technical, and administrative safeguards. We follow industry-standard security measures to protect personal data from unauthorised access, alteration, disclosure, or destruction.

We will retain personal data only for as long as necessary to fulfil the purposes for which it was collected or as required by law.

## **3. Data Disclosure**

SAYWHAT takes the security of your personal data seriously. There are internal policies, procedures and controls in place to try and ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is only accessed by its employees in the performance of their duties.

Where SAYWHAT engages third parties to process personal data on its behalf, they do so only based on written instructions and under a duty of confidentiality. SAYWHAT will ensure appropriate safeguards are in place to protect the privacy and confidentiality of personal data. Third parties are also obliged to implement appropriate technical and organisational measures compliant with data protection legislation to ensure the security of personal data.

## **4. Rights of Individuals**

Individuals have the right to access, correct, or delete their personal data held by SAYWHAT. They also have the right to object to processing their personal data or to restrict processing in certain circumstances. To exercise these rights, individuals can contact SAYWHAT at the contact details below.

## **5. Contact Details**

If you have any questions or concerns about SAYWHAT's data privacy practices, or if you wish to exercise your rights regarding your personal data, please get in touch with us at:

**Email:** [saywhat@mweb.co.zw](mailto:saywhat@mweb.co.zw)

**Phone:** +263 24 571184

We may update this Data Privacy Policy from time to time. Any changes will be posted on our website, and we will notify individuals of any material changes that affect their rights or our data processing practices.