

# UNIMAC Data Security & Privacy Policy

## Data Security & Privacy Policy for the Universal Maidens Association Cameroon (UNIMAC)

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#### Data Security & Privacy Policy

##### Introduction

Universal Maidens Association Cameroon (UNIMAC) is committed to safeguarding the privacy and personal data of all individuals and organizations we work with. This Data Security & Privacy Policy outlines our principles, practices, and responsibilities regarding the collection, use, storage, sharing, and protection of personal information, in compliance with national laws and international standards on data protection.

##### Scope

This policy applies to:

- All employees, volunteers, interns, and consultants of UNIMAC.
- All partners, vendors, and stakeholders with access to UNIMAC data systems.
- All data collected through our programs, projects, website, digital platforms, and offline operations.

##### Principles of Data Protection

UNIMAC adheres to the following principles:

- Lawfulness, Fairness, and Transparency: Data is processed lawfully, fairly, and in a transparent manner.
- Purpose Limitation: Data is collected for specified, explicit, and legitimate purposes.
- Data Minimization: Only data necessary for the intended purpose is collected.
- Accuracy: Data is kept accurate and up to date.
- Storage Limitation: Data is retained only as long as necessary for its purpose.

- Integrity and Confidentiality: Data is processed securely to prevent unauthorized access, loss, or damage.

## Types of Data Collected

UNIMAC may collect the following types of personal data:

- Full name, gender, age, and contact details.
- Identification numbers or documents.
- Educational background and employment history (e.g., for program beneficiaries or staff).
- Health or disability information (when relevant and with explicit consent).
- Digital data (e.g., email, IP address, cookies via our website).
- Photos, videos, and other media, with informed consent.

## Data Collection and Consent

- Personal data is collected directly from individuals with their informed consent.
- Data subjects are informed of the purpose of data collection and their rights.
- Consent is freely given, specific, informed, and unambiguous.
- Where individuals are under the age of 18, consent is obtained from a parent or legal guardian.

## Data Storage and Security Measures

UNIMAC employs appropriate technical and organizational measures to secure personal data:

- Password-protected systems and devices.
- Encrypted storage for sensitive data.
- Limited access on a need-to-know basis.
- Regular data backups and secure archiving.
- Physical security for paper-based records (e.g., locked filing cabinets).
- Staff training on data protection and cybersecurity.

## Data Sharing and Disclosure

UNIMAC does not sell or rent personal data. Data may be shared only under the following conditions:

- With data subject's explicit consent.

- With authorized partners or funders for program implementation, under strict confidentiality agreements.
- When required by law or legal processes.
- For protection of vital interests in emergency situations.

## **Data Retention and Disposal**

Data is retained only as long as necessary to fulfill its purpose or comply with legal obligations.

Regular audits are conducted to assess the necessity of stored data.

Data is securely deleted or destroyed when no longer required (e.g., digital wiping, shredding documents).

## **Rights of Data Subjects**

Individuals whose data is collected have the right to:

- Access their personal data.
- Request correction of inaccurate or incomplete data.
- Withdraw consent at any time.
- Request deletion of data (“right to be forgotten”), subject to applicable law.
- Object to or restrict data processing in certain circumstances.
- Could be utilised by UNIMAC under security request by third party.

Requests can be submitted in writing to:

Data Protection Officer (DPO)

Universal Maidens Association Cameroon (UNIMAC)

Ngomgham, Nchobou Junction, Bamenda II

Email: [datasecurity.privacy@unimaccameroon.org](mailto:datasecurity.privacy@unimaccameroon.org) | Tel: +237677427322

## **Breach Notification**

In the event of a data breach:

The DPO will assess the breach and notify affected individuals and regulators within 72 hours if required.

Immediate action will be taken to mitigate harm and prevent recurrence.

## **Roles and Responsibilities**

The Executive Director ensures overall compliance with this policy.

The Data Protection Officer (DPO) manages implementation, monitoring, and training.

All staff and volunteers are responsible for handling data responsibly and reporting incidents.

## **Review and Updates**

This policy will be reviewed annually or when necessary to reflect changes in law, technology, or organizational practices.

## **Approved by:**

Ameh Maurice Ngwa

CEO

Universal Maidens Association Cameroon (UNIMAC)

Date: 3<sup>rd</sup> February 2025

