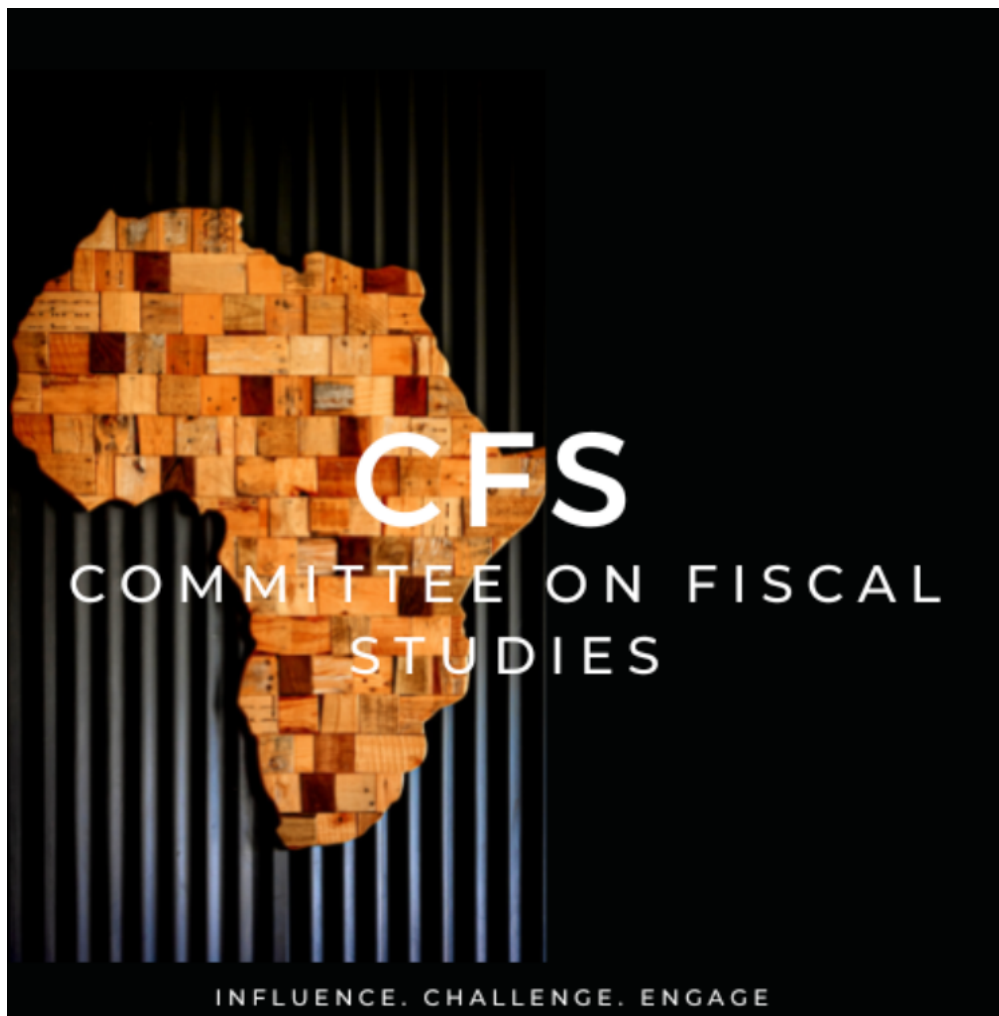


DATA PROTECTION POLICY



This document will be reviewed annually and updated as needed. This version is approved by the Executive Board

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1. Introduction

The Committee on Fiscal Studies (CFS) is committed to protecting the personal data of its members, stakeholders, and any other individuals whose personal data it processes. This data protection policy outlines the measures that CFS takes to ensure the protection of personal data and the rights of individuals whose data is processed.

2. Scope

This policy applies to all personal data processed by CFS, whether electronically or in hard copy format, and covers all activities undertaken by CFS, including but not limited to research, events, and publications.

3. Principles

CFS processes personal data in accordance with the following principles:

- Lawfulness, fairness, and transparency: Personal data is processed lawfully, fairly and in a transparent manner.
- Purpose limitation: Personal data is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Data minimisation: Personal data is adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
- Accuracy: Personal data is accurate and, where necessary, kept up to date.
- Storage limitation: Personal data is kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
- Integrity and confidentiality: Personal data is processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing, and against accidental loss, destruction, or damage.

4. Responsibilities

All members of CFS are responsible for ensuring the protection of personal data. CFS's Chair is responsible for overseeing the implementation of this policy and ensuring that CFS complies with applicable data protection laws and regulations.

5. Collection and use of personal data

CFS collects personal data only for specified, explicit and legitimate purposes, such as:

- Conducting research
- Organising events

- Publishing reports and papers
- Maintaining contact details of members and stakeholders
- Ensuring compliance with legal obligations
- Making payments

CFS only processes personal data where it has a lawful basis to do so. This includes:

- Consent: The individual has given their explicit consent for their personal data to be processed.
- Contract: The processing is necessary for the performance of a contract with the individual.
- Legal obligation: The processing is necessary for compliance with a legal obligation.
- Vital interests: The processing is necessary to protect the vital interests of the individual.
- Public interest: The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

6. Data subject rights

Individuals have certain rights with respect to their personal data, including the right to access, rectify, erase, restrict processing, object to processing, and data portability. CFS will respond to requests from individuals regarding their rights in accordance with applicable data protection laws and regulations.

7. Data breaches

CFS has implemented measures to prevent and respond to data breaches. In the event of a data breach, CFS will take immediate action to contain the breach and assess the risk to individuals whose personal data may have been affected. CFS will also notify the relevant authority and affected individuals where required by law.

8. Data protection impact assessments (DPIAs)

CFS will conduct DPIAs where the processing of personal data is likely to result in a high risk to the rights and freedoms of individuals. The DPIA will assess the risks associated with the processing and identify measures to mitigate those risks.

9. Training and awareness

CFS will provide training and raise awareness among members and stakeholders on their responsibilities with respect to the protection of personal data and this policy.

10. Review

This policy will be reviewed annually to ensure that it remains up-to-date and in compliance with applicable data protection laws and regulations. The review will consider changes in technology, business practices, and legal requirements.

11. Third-party processors

Where CFS engages third-party processors to process personal data on its behalf, CFS will ensure that the third-party processor complies with this policy and applicable data protection laws and regulations. CFS will also enter into a written agreement with the third-party processor that sets out the terms of the processing and the measures that the third-party processor must take to protect personal data.

CFS is committed to protecting the personal data of its members, stakeholders, and any other individuals whose personal data it processes. This policy outlines the measures that the CFS takes to ensure the protection of personal data and the rights of individuals whose data is processed. If you have any questions or concerns about this policy or the CFS's handling of personal data, please contact the Chair (info.cfs@uonbi.ac.ke)