

KEPHA Foundation Website Privacy Policy

Last Updated: July 17, 2025

At KEPHA Foundation, we are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy outlines how we collect, use, disclose, and protect the information you provide when you visit and interact with our website, kephafoundation.org (the "Website").

By using our Website, you consent to the data practices described in this policy. If you do not agree with the terms of this Privacy Policy, please do not use our Website.

1. Information We Collect

We collect various types of information from and about users of our Website, including:

a. Information You Provide Directly: This includes personal information you voluntarily provide when you:

- Make a donation (e.g., name, email address, postal address, phone number, payment details).
- Sign up for our newsletter or mailing lists (e.g., name, email address).
- Fill out a volunteer or partnership inquiry form (e.g., name, contact details, message).
- Submit a job application (e.g., name, contact details, educational background, work experience, CV/resume, cover letter).
- Contact us directly via email, phone, or contact forms (e.g., your name, email, and the content of your communication).
- Participate in surveys or feedback forms.

b. Information Collected Automatically: When you visit our Website, we may automatically collect certain information about your device and browsing activity, including:

- **Log Data:** Your IP address, browser type, operating system, referring/exit pages, and timestamps.
- **Usage Data:** Information about how you interact with our Website, such as the pages you view, the time spent on pages, and the links you click.
- **Device Information:** Type of device, unique device identifiers, and mobile network information.
- **Location Data:** General geographical location derived from your IP address.

2. How We Use Your Information

We use the information we collect for various purposes, including:

- **To Process Donations:** To facilitate and confirm your donations, send receipts, and maintain donation records.
- **To Communicate with You:** To respond to your inquiries, send you newsletters, updates, event invitations, and other information related to KEPHA Foundation's work.
- **To Manage Applications:** To process volunteer, partnership, and job applications, conduct necessary background checks, and communicate regarding your application status.
- **To Improve Our Website:** To understand how users interact with our Website, identify popular content, troubleshoot technical issues, and enhance user experience.
- **For Internal Operations:** For record-keeping, administrative purposes, and to analyze our programs' effectiveness.
- **For Legal and Regulatory Compliance:** To comply with applicable laws, regulations, and legal processes (e.g., tax reporting for donations).
- **For Security:** To protect the security and integrity of our Website and prevent fraud or other illegal activities.

3. How We Share Your Information

KEPHA Foundation is committed to keeping your personal information confidential. We do not sell, rent, or trade your personal information to third parties. We may share your information in the following limited circumstances:

- **With Service Providers:** We may share your information with trusted third-party service providers who assist us in operating our Website, processing payments, managing our mailing lists, or conducting other activities on our behalf (e.g., cloud hosting, email marketing platforms, payment gateways). These providers are contractually obligated to protect your information and use it only for the purposes for which we disclose it to them.
- **For Legal Reasons:** We may disclose your information if required to do so by law or in response to valid requests by public authorities (e.g., a court order or government agency request).
- **To Protect Our Rights:** We may disclose your information when we believe it is necessary to protect the rights, property, or safety of KEPHA Foundation, our users, or others.
- **With Your Consent:** We may share your information with third parties when we have your explicit consent to do so.
- **Aggregated or Anonymized Data:** We may share aggregated or anonymized information that cannot be used to identify you personally for research, analytical, or statistical purposes.

4. Data Security

We implement reasonable technical and organizational measures to protect your personal information from unauthorized access, use, alteration, and disclosure. These measures include:

- Using secure servers and encryption (SSL/TLS) for data transmission.
- Restricting access to personal information to authorized personnel only.
- Regularly reviewing our security practices.

However, please be aware that no method of transmission over the Internet or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

5. Your Data Protection Rights

Depending on your location and applicable data protection laws (e.g., Kenya's Data Protection Act), you may have the following rights regarding your personal information:

- **Right to Access:** You have the right to request a copy of the personal information we hold about you.
- **Right to Rectification:** You have the right to request that we correct any inaccurate or incomplete personal information we hold about you.
- **Right to Erasure (Right to be Forgotten):** You have the right to request that we delete your personal information under certain circumstances.
- **Right to Restrict Processing:** You have the right to request that we restrict the processing of your personal information under certain conditions.
- **Right to Data Portability:** You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.
- **Right to Object:** You have the right to object to our processing of your personal information under certain conditions.
- **Right to Withdraw Consent:** Where we rely on your consent to process your personal information, you have the right to withdraw that consent at any time.

To exercise any of these rights, please contact us using the details provided in the "Contact Us" section below. We will respond to your request in accordance with applicable law.

6. Cookies and Tracking Technologies

Our Website uses "cookies" and similar tracking technologies to enhance your browsing experience, analyze Website traffic, and understand user behavior.

- **Cookies:** Small text files stored on your device that help us recognize you and remember your preferences.
- **How We Use Cookies:** We use cookies for essential Website functionality, analytics (e.g., Google Analytics to understand traffic patterns), and to remember your choices.

- **Managing Cookies:** You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this Website may become inaccessible or not function properly.

7. Links to Other Websites

Our Website may contain links to other websites that are not operated by us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit. We have no control over and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

8. Children's Privacy

Our Website is not intended for individuals under the age of 18 ("Children"). We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your Child has provided us with Personal Information, please contact us. If we become aware that we have collected Personal Information from Children without verification of parental consent, we take steps to remove that information from our servers.

9. Changes to This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page and updating the "Last Updated" date at the top of this policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

10. Contact Us

If you have any questions about this Privacy Policy or our data practices, please contact us:

- **By email:** info@kephamissionfoundation.org
- **By phone:** (+254) 720936764
- **By mail:** KEPHA Mission Foundation P.O. Box 58885-00100, Nairobi, Kenya