

## **NEVER AGAIN RWANDA**

### **PRIVACY POLICY AND TERMS OF USE**

This Data Privacy Policy sets how the Never Again Rwanda Organization collects, stores and handles your personal data. In order for you to make informed decisions about supplying personal data relating to you, to us, we provide this privacy policy outlining our data collection practices and the choices you have concerning how the data is being collected and used.

By submitting your personal data to us, you agree to the clauses as set out in this Privacy Policy. If there are any additional uses for your Personal Data, we will provide you with the ability to opt in or out of those additional uses.

This Privacy Policy applies to all information collected through our websites ([www.neveragainrwanda.org](http://www.neveragainrwanda.org); [www.pbirwanda.org](http://www.pbirwanda.org); [www.youthvoices.org.rw](http://www.youthvoices.org.rw)) and otherwise (for example, if you contact us directly).

#### **Your Personal Data/Information**

Never Again Rwanda (NAR) confirms its privacy and security practices to applicable laws, instructions, and regulations applicable in the Republic of Rwanda.

As used in this Policy, “personal data” and “personal information” means information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked with a particular data subject, consumer, or household, individual or institutional, Governmental or Charitable but not limited thereof. Personal information includes information such as real names, postal addresses, email addresses, curriculum vitae, ages, fields of interest, and social security numbers, biographies, but not limited hereof considering any needs as may arise from time to time.

Never Again Rwanda may collect personal information when you voluntarily provide it, or when we receive it from third parties who have secured your consent to share it, or when we engage into project/program/initiative which call for your participation or such any other forms not outlined hereof.

#### **Your rights**

We welcome your feedback on any aspects of Never Again Rwanda websites including if any information that is captured about you if inaccurate or you wish

Never Again Rwanda to stop processing or using your data or creating profiles about you. Please email us at: [info@neveragainrwanda.org](mailto:info@neveragainrwanda.org). This shall be subject to a process where if possible at the discretion of NAR, your shared information or data collected is either removed from our websites or NAR takes the initiative to stop collecting such data and only uses or maintains the data as earlier shared with NAR or collected.

### **Data/Information Collection**

You may browse our websites without providing any personal information to us. However, if you request receipt of certain information, notifications and updates, we may collect personally identifiable information ("PII") which you voluntarily give us, including your name, telephone number, email address, postal address, and any other information which would allow someone to personally identify you.

Certain non-personally identifiable information, or non-PII, which does not identify you, may also be collected when you use our websites, including the type of the Internet browser and operating system you use, other navigational click stream data, among many other details.

### **Purpose and Use**

Never Again Rwanda not limited to the following, uses the Personally identifiable information collected through websites when PBI students or formal volunteers register as members, when a website visitor applies as a volunteer or as a student, or when a website visitor subscribes to receive an e-newsletter.

We use the information to improve our websites, respond to your inquiries, requests, suggestions or complaints and we leverage on the information you share to improve our resources, in a bid to continue serving you better.

### **Cookies**

Web pages on NAR websites may contain cookies or related technology to facilitate your navigation experience and for Google Analytics purpose. Cookies are text files placed in your computer's Internet browser to store your preferences. Cookies do not provide your email address or other Personally Identifiable information. For Analytics, we may also collect information or data on which web pages you visited, the links or advertisements you click on and other actions you take while on our Website.

Never Again Rwanda only obtains this information when you choose to provide it to the websites. However, once you choose to provide our Organization with your PII or any such related data by entering it into our websites, such data may be linked to data stored in the cookies. You may disable cookies in your browser. However, certain functionalities of our websites may not work if cookies are disabled.

### **Protection of Personal Information**

Never Again Rwanda uses reasonable security measures in an effort to prevent loss, misuse, and alteration of information under our control. However, we cannot 100% guarantee the security of information on or transmitted via the Internet.

We rely on various security procedures and systems to ensure the secure storage and transmission of data, including encryption and authentication technology licensed from third parties, to effect secure transmission of confidential information. Additionally, we have absolutely no control over the security of other sites you might visit, interact with, or do business with.

If we learn of a security systems breach, we may attempt to notify you electronically so that you can take appropriate protective steps, by posting a notice on the Site if a security and/or sending an email to you at the email address you have previously provided to us. Depending on address information, you may have a Legal right to receive notice of a security breach in writing or such any other means like email but not limited thereto as NAR may deem fit . To receive a free written notice of a security breach, or to withdraw your consent from receiving electronic notice, you should notify us.

### **Disclosure**

We will not sell, share, or rent your information to others except to our Partners, staff and to trusted third parties and affiliates when we need to share the information to provide our services or execute our projects.

We may also share your information to enable a trusted third party or affiliate to provide services to us, partner with us, in our reports and then only to such activities which are related to activities of our organization. We limit as socially and non-commercially reasonable all access and use of your Personal Information or data collected to that which is necessary to our activities.

Without limiting the above, we will share your Personal Information or any such data collected with third parties only in the ways that are as described in this Privacy Policy.

We may also be required by law to disclose your Personal Information in response to a subpoena, court order, or a request for cooperation from law enforcement or other governmental agency globally.

Your Personal Information may also be shared when we believe disclosure is necessary in connection with efforts to investigate, prevent, or take other action regarding actual or suspected illegal activity or other wrongdoing, to protect and defend the rights, property or safety of our organization, our users, or others as the case may be. We will use reasonable efforts to make you aware of the disclosure of your Personal Information contrary to the terms set forth in this Privacy Policy (e.g., in the event of any material security breach).

### **Information Retention and Accuracy**

We make efforts to ensure that personal information we receive or any collected data, process, or maintain is accurate, complete, and reliable. We rely on the accuracy of the information provided directly to us but accept responsibility for the management and confidentiality of the personal information collected.

In general, we keep personal information only as long as we need it to serve our organizational purposes and to provide you the services you need as a society. We may also process data on behalf of third parties who have engaged us. We keep personal information processed on behalf of third parties for as long as needed to provide services to third party in question. However, we reserve the right to retain personal information for any period required by law or to comply with our legal obligations, resolve disputes, and enforce our agreements.

### **Third Party Links and Policies**

Our websites may contain links to other websites owned and operated by third parties and/or affiliates. These third parties and affiliates may collect information from you. These affiliates and third parties and their computer servers may be located in the Republic of Rwanda or in other countries. We do not control, and are not responsible for, the privacy and security practices of any third parties or affiliates.

We strongly recommend that you review the privacy and security policies of all third parties and affiliates to determine how they handle information they may collect about you. To the extent their privacy policies conflict with this Privacy Policy, their privacy policies shall control.

### **Dispute Resolution**

All disputes arising under this Policy shall be governed by and interpreted in accordance with the laws of Rwanda, without regard to principles of conflict of laws. The parties to this Policy will submit all disputes arising under this agreement to arbitration at Kigali Arbitration Center (KIAC), before a single arbitrator. The arbitrator shall be selected by application of the rules of KIAC, or by mutual agreement of the parties, except that such arbitrator shall be an attorney admitted to practice law in Rwanda. No party to this Policy will challenge the jurisdiction or venue provisions as provided in this section. No party to this Policy will challenge the jurisdiction or venue provisions as provided in this section. Nothing contained herein shall prevent the party from obtaining an injunction.

### **Changes to this Privacy Policy**

We reserve the right to modify this Policy at any time. If we decide to change our Policy, we will prominently post those changes here and any other place we deem appropriate, so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If we make any material changes, we will notify you either by way of an email or by a notice on this Site. We will use information in accordance with the Policy as it was in effect at the time information was collected.

### **Use of NAR's content**

All content published in one or all Never Again Rwanda websites including but not limited to ([www.neveragainrwanda.org](http://www.neveragainrwanda.org), [www.pbirwanda.org](http://www.pbirwanda.org), [www.youthvoices.org.rw](http://www.youthvoices.org.rw)) and in any other publication(s) formats are NAR's Intellectual Property and NAR shall have exclusive intellectual property rights over all such content and data.

It is therefore forbidden to plagiarize this NAR content and anyone wishing to use it or part of it should seek for NAR's authorization in writing at [info@neveragainrwanda](mailto:info@neveragainrwanda). Any approval by NAR shall be through a written notice.

## **CONTACT US**

Questions, comments and requests regarding this policy are welcomed and should be addressed to NEVER AGAIN RWANDA, KG 9 Avenue Office 58 Nyarutarama, Tel. +250 788 386 688, Email: [info@neveragainrwanda.org](mailto:info@neveragainrwanda.org), P.O. Box: 4969 Kigali-Rwanda.