

DATA PROTECTION POLICY

African Networking and Innovation Platform (ITAUN)

Version 1.0

Preamble

The African Networking and Innovation Platform (ITAUN) recognizes the importance of personal data protection and commits to ensuring the responsible, transparent, and secure processing of the information entrusted to it.

Within the framework of its activities, ITAUN collects and processes certain data necessary for the management of its projects, partnerships, events, training sessions, digital platforms, and services.

This policy defines the principles applicable to the collection, processing, storage, sharing, and protection of personal data, in compliance with applicable legislations and international best practices, including the principles of the European Union's General Data Protection Regulation (GDPR) when applicable.

Article 1 – Purpose

The purpose of this policy is to guarantee the responsible management of personal data processed by ITAUN.

It applies to all members, collaborators, partners, service providers, experts, consultants, and any individual required to process data within the framework of the organization's activities.

Article 2 – Definitions

For the purposes of this policy:

- **Personal data:** any information relating to an identified or identifiable natural person.
- **Processing:** any operation performed on data (collection, recording, consultation, modification, storage, transmission, erasure, etc.).
- **Data subject:** any individual whose data is processed by ITAUN.

Article 3 – Processing Principles

ITAUN ensures that data is:

- Collected fairly, lawfully, and transparently;
- Used solely for specified, explicit, and legitimate purposes;
- Limited to strictly necessary information;
- Accurate and, where necessary, kept up to date;
- Stored for a period proportionate to the purposes pursued;
- Protected against unauthorized access, loss, disclosure, or use.

Article 4 – Data Likely to Be Collected

Depending on the activities concerned, ITAUN may process, in particular:

- Identification information (last name, first name, position, institution);
- Professional contact details (email address, business phone number);
- Information relating to participation in projects, training sessions, workshops, or events;
- Administrative data necessary for the management of partnerships and contracts;
- Content voluntarily submitted by users via ITAUN’s digital platforms.

ITAUN strives to limit collection to strictly necessary data.

Article 5 – Purposes of Processing

Data is used notably to:

- Manage memberships and partnerships;
- Organize events, training sessions, and webinars;
- Administer national and international projects;
- Communicate with members and partners;
- Ensure the administrative and financial monitoring of activities;
- Produce anonymized statistics;
- Fulfill contractual or regulatory obligations.

Data is not used for purposes incompatible with these objectives.

Article 6 – Legal Basis for Processing

Where required, processing is based notably on:

- The consent of the data subject;
- The performance of a contract or an agreement;
- A legal obligation;
- The legitimate interest of ITAUN, while respecting the rights of the data subjects.

Article 7 – Confidentiality

Personal data is accessible only to authorized individuals within the scope of their duties.

Anyone with access to this data is bound by a duty of confidentiality.

Article 8 – Data Security

ITAUN implements appropriate technical and organizational measures to protect data against:

- Unauthorized access;
- Accidental loss or destruction;
- Unauthorized modification;
- Unlawful disclosure;
- Cyberattacks.

These measures may notably include:

- Access rights management;
- The use of robust passwords;
- Regular data backups;
- Securing digital platforms;
- User awareness.

Article 9 – Data Sharing

Data may be shared only when necessary:

- With project partners;
- With funding agencies;
- With service providers acting on behalf of ITAUN;
- When required by law.

Any sharing is limited to the information necessary to achieve the relevant purposes.

Article 10 – Data Retention

Data is retained only for the duration necessary to fulfill the objectives for which it was collected or to comply with legal, contractual, or project financing obligations.

At the end of this period, data is deleted, archived, or anonymized in accordance with applicable internal procedures.

Article 11 – Rights of Data Subjects

Subject to applicable legal provisions, any data subject may request:

- Access to their data;
- Rectification of inaccurate information;
- Erasure of their data where possible;
- Restriction of certain processing activities;
- Withdrawal of consent when it constitutes the basis for processing;
- Information regarding the processing of their data.

Requests shall be reviewed within a reasonable timeframe.

Article 12 – Responsibilities

Each member, collaborator, or partner processing data on behalf of ITAUN is responsible for complying with this policy.

Project managers shall ensure that data protection requirements are integrated by design and throughout the implementation of activities.

Article 13 – Incident Management

Any incident likely to compromise the confidentiality, integrity, or availability of data must be reported without delay to the competent managers at ITAUN.

An analysis of the incident shall be conducted to implement appropriate corrective measures and limit impacts.

Article 14 – Awareness

ITAUN encourages the awareness of its members and partners regarding best practices in data protection, cybersecurity, and confidentiality.

Information or training sessions may be organized based on identified needs.

Article 15 – Revision of the Policy

This policy shall be reviewed periodically to take into account:

- Legislative and regulatory developments;
- Recommendations from institutional partners;
- New technologies utilized;
- Feedback from project experiences.

Entry into Force

This Data Protection Policy shall enter into force upon its approval by the competent bodies of ITAUN.

It shall be published on the organization's official website and applies to all activities carried out under the responsibility of ITAUN.



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