



## Privacy Policy

<b>Title:</b> Privacy Policy	<b>Division:</b> Human Resources
<b>No:</b> HR-019	<b>REF:</b> KVC/PrP/019/2024
<b>Prepared By:</b> HR/Admin Assistant	<b>Approved by:</b> Director
<b>Date:</b> 28-10-2024	<b>Revision:</b> 01

At Kula Vyema Centre, your privacy is important to us. This Privacy Policy outlines how we collect, use, and protect your personal information when you visit our website.

### 1. Information We Collect

We may collect various types of information, including:

- **Personal Information:** Name, email address, phone number, etc., typically collected during user registration, survey participation, or service requests.
- **Research Data:** Responses to surveys or data points collected through our research activities, which may include demographic and behavioral information.
- **Usage Data:** Information collected when you visit our website or use our online services, including IP address, browser type, and access times.

### 2. How We Use Your Information

We use the information we collect for the following purposes:

- To provide, improve, and maintain our services.
- To respond to inquiries, process requests, and communicate with you.
- To personalize your experience on our website.
- To send updates, newsletters, or promotional materials (only if you've opted in).
- Communicate updates, reports, and insights from our projects
- Enhance our services, website functionality, and user experience

### 3. Data Sharing and Disclosure

We respect your privacy and will not share or disclose your personal information except in the following cases:

- **Third-party Service Providers:** We may share information with trusted third-party service providers who help us operate the website, provided they comply with applicable privacy laws.

- Legal Requirements: We may disclose information if required by law or in response to valid legal processes.

#### **4. Data Security**

We implement appropriate technical and organizational measures to safeguard your personal information from unauthorized access, alteration, or destruction. However, no method of transmission over the internet or electronic storage is 100% secure, so we cannot guarantee its absolute security.

#### **5. Your Rights**

You have the right to:

- Access, correct, or delete your personal information.
- Withdraw consent where processing is based on consent.
- Object to the processing of your personal information in certain circumstances.

To exercise any of these rights, please contact us at [info@kulavyema.org](mailto:info@kulavyema.org)

#### **6. Use of Cookies**

Our website uses cookies to enhance user experience. Cookies are small text files stored on your device to collect information about your site usage. You can choose to disable cookies through your browser settings, but this may limit your access to certain features of our website.

#### **7. Third-Party Links**

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of these external sites. We recommend reviewing the privacy policies of any linked sites before providing your personal information.

#### **8. Changes to this Privacy Policy**

We reserve the right to modify this Privacy Policy at any time. Changes will be posted on this page, and the updated date will be revised accordingly. We encourage you to review this page regularly to stay informed about how we are protecting your information.

#### **9. Contact Us**

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



KULA VYEMA CENTRE  
— OF FOOD ECONOMICS —

---

Kula Vyema Centre of Food Economics

Email: [info@kulavyema.org](mailto:info@kulavyema.org)

Phone: (+254) 703868785/ (+254) 780868785

Address: P.O Box 18391-00100 Nairobi

This policy ensures transparency in how Kula Vyema Centre handles user data and complies with privacy standards.

