

## GOOD HOUSEKEEPING AFRICA PRIVACY POLICY

### 1. Policy Statement

Good Housekeeping Africa is committed to complying with all relevant Kenyan legislation and applicable global legislations. Good Housekeeping Africa recognizes that the protection of individuals through lawful, legitimate and responsible processing and use of their personal data is a fundamental human right enshrined under Article 31 of the Constitution of Kenya, 2010.

Good Housekeeping Africa shall ensure that it protects the rights of data subjects and that the data it collects, and processes is done in line with the Kenyan constitution and all relevant statutory legislations.

### 2. Purpose

This privacy policy provides guidance on how Good Housekeeping Africa will handle the data it collects. This privacy policy purposes to inform persons using our services what personal information we collect whenever they access our platforms, why we collect the information, how long the information will be stored with us, how to update or delete personal information. It intends to help the Good Housekeeping Africa to:

- a) comply with the Data Protection Act, 2019;
- b) protect the rights of the data subjects;
- c) protect Good Housekeeping Africa from risks related to breaches related to data protection.

### 3. Scope

This privacy policy applies to:

- a) A domestic worker and any other party where Good Housekeeping Africa is the Controller for the personal data being processed, be it manual or automated form;
- b) All personal data processing Good Housekeeping Africa carries out for others where Good Housekeeping Africa is the Processor for the personal data being processed.

### 4. Definitions

For the purposes of this privacy:

"Controller" means Good Housekeeping Africa which alone or jointly with others determines the purpose and means of processing of personal data;

"data subject" means an identified or identifiable natural person who is the subject of personal data;

“Personal data” means any information relating to an identified or identifiable natural person;

“Processing” means any operation or sets of operations which is performed by Good Housekeeping Africa on personal data or on sets of personal data whether or not by automated means, such as

- a) Collection, recording, organization, structuring;
- b) Storage, adaptation or alteration;
- c) Retrieval, consultation or use;
- d) Disclosure by transmission, dissemination or otherwise making available; or
- e) Alignment or combination, restriction, erasure or destruction.

“Sensitive Personal Data “means data revealing the natural person's race, health status, ethnic social origin, conscience, belief, genetic data, biometric data, property details, marital status, family details including names of the person's children, parents, spouse or spouses, sex or the sexual orientation of the data subject

“Identifiable natural” person means a person who can be identified directly or indirectly, by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social or social identity;

“You”, “Your” - this may mean, as the situation may apply, a Domestic worker or any individual accessing or using the Service, or the Company, or other legal entity on behalf of which such individual is using the Service.

“Company “, “We”, “ Us”, “Our” means Good Housekeeping Africa.

## 5. Acceptance of Terms

5.1. When you register for any of our services you are deemed to have accepted and must accept all terms of this policy. If you do not agree with anything in this policy, then you may not register for and use of any of the services;

5.2. By accepting this policy, you are deemed to have read, understood, accepted and agreed to be bound by all its terms.

## 6. Data Collection

6.1. While using our Service, the company may ask you to provide us with certain identifiable information that can be used to contact or identify you;

6.2. Good Housekeeping Africa will directly collect Personal Data that is consented by data subject, after accepting privacy policy, terms and conditions herein, as well as indirectly, whenever Personal Data is deliberately made public by Data Subject on public platforms; or contained in public record. Personal Data that the Company shall collect may include, but is not limited to: official names, national ID number, postal and geographical addresses, email addresses , phone numbers and image.

By agreeing to the privacy policy, terms and conditions, a domestic worker also consents that the current employer may give future employers employment reviews.

## 7. Data Retention Period

Good Housekeeping Africa will retain domestic workers Personal Data for a period of 5 years after the last entry and as long as the Data Subject works in domestic service industry.

## 8. Data Accuracy

8.1. Good Housekeeping Africa promotes accuracy of Personal Data collected, processed and stored by the company. The accuracy of the data shall be handled in accordance with the law and the very basic guideline that data subjects' information will be confirmed by our team every time the said data subjects contact the company and from any other public record or platform.

8.2. Good Housekeeping Africa stores data as provided by the subject and/or otherwise collected in accordance with the law.

## 9. Personal Data Use

9.1. We collect Personal Data for the limited purpose of performing domestic workers background checks.

9.2. Personal Data shall also be used to improve customers' experience, communicate with clients regarding our services, sending our services alerts and updates, compliance with the law and as required by the law.

9.3. We shall ask for the subject's consent to use their testimonials in regard to our services for marketing purposes.

9.4. We have no control or responsibility over Personal Data disclosed , used , stored or disseminated online or on public platforms by other persons or sources not us-

## 10. Data Sharing

10.1. The Company does NOT share Personal Data of employers with other parties. Good Housekeeping Africa will only share relevant and necessary

Personal Data of the domestic worker with a prospective employer, upon the domestic worker agreeing to privacy notice, terms and conditions herein;

10.2. The Company shall share Personal Data collected on any of our platforms with the government, law enforcement officials or private parties, if the same is to be used for security and safety purposes as well as legal investigations.

#### 11. Marketing Purposes

We may disclose aggregate statistics (information about customer population) for purposes of our marketing but we will not disclose any particular information for this purpose which discloses your personal information so that you may be identified.

#### 12. Data Storage Security

Good Housekeeping Africa uses organizational and administrative measures to safeguard Personal Data in our possession from internal and external threat agents.

#### 13. Your Rights

Your Rights are spelt out under Section 26 of the Data Protection Act, 2019. Kindly note that these rights are subject to legal or regulatory exceptions and the company reserves a right to override exercise of your rights where there is legitimate reason, legal or regulatory requirement to do so as may be applicable:

- a) to be informed of the use to which their personal data is to be put;
- b) to access their personal data in custody of data controller or data processor;
- c) to object to the processing of all or part of their personal data;
- d) to correction of false or misleading data; and
- e) to deletion of false or misleading data about them.

#### 14. Company's Lawful Processing of Data

14.1. The company will only process data where they have a lawful basis to do so. Processing personal data will only be lawful where the domestic worker or data subject has given their consent for one or more specific purposes or where processing is deemed necessary;

14.2. We will not process any data for a purpose which it did not obtain consent. Should such a need arise, then consent must be obtained from the data subject.

#### 15. Measures to protect personal data

The company will strive to use legally acceptable means to protect Your Personal Data. However, we cannot guarantee its absolute security as no method of transmission over the internet, or method of electronic usage is 100% secure.

## 16. Change of Ownership

16.1. If we undergo a change in ownership , or a merger with, acquisition by, or sale of assets to another entity , we may assign our rights to the personal information we process to a successor , purchaser or separate entity. We will disclose the transfer on the website.

16.2. If you are concerned about your personal information migrating to a new owner, you may request us to delete your personal information, which we will do.

## 17. Dispute resolution mechanism

17.1. Any dispute arising out of this privacy shall be resolved in accordance with the following procedure:

17.2. Amicable settlement: The Parties shall make efforts and take all the necessary measures to settle conflicts or disputes arising out of or in connection with this privacy policy or its interpretation thereof.

17.3. Arbitration: Any dispute, conflict, difference or question, which may arise at any time, between the Parties, which cannot be settled amicably within thirty (30) days, shall be referred to an arbitrator to be agreed upon between the parties; provided that, if the parties fail to agree on an Arbitrator, then within seven (7) days of such failure to agree, the Chairman of the Chartered Institute of Arbitration, Kenya Branch in accordance with and subject to the provisions of Arbitration Act Cap 49 Laws of Kenya or any other written law or Regulation for the time being in force, shall appoint an Arbitrator for the purposes of this privacy policy. The decision of the arbitrator shall be final and binding. The place of arbitration shall be Nairobi in the Republic of Kenya. The language of arbitration shall be English;

17.4. The Arbitrator shall be granted no access to modify or change this privacy policy in any way;

17.5. During the time of such arbitration taking place both parties will continue to uphold all terms within this privacy policy and complete all tasks assigned; and

17.6. In the instance of the need for arbitration, both parties shall provide the arbitrator will all necessary documentation pertaining to this privacy policy.

## 18. Law Enforcement

Under certain circumstances, the Company may be required to disclose your Personal Data if so required to do so by law or in response to valid requests by public authorities including but not limited to courts or government agencies.

## 19. Other Legal Requirements

The Company may disclose Your personal data in the good faith belief that such action is necessary to:

- a) Comply with a legal obligation;
- b) Protect and defend the rights or property of the Company;
- c) Prevent or investigate possible wrongdoing in connection with the Service;
- d) Protect the personal safety of Users of the Service or the public;
- e) Protect against legal liability.

## 20. Children's Privacy

20.1. Our Service does not address anyone under the age of 18;

20.2. If the Company becomes aware that we have collected personal data from anyone under the age of 18 without verification of parental consent, we shall take steps to remove that information from our Servers.

## 21. Amendments

We may update or change Our privacy policy from time to time. We will notify you of any changes by placing a notice in a prominent place on the website or by email. If you do not agree with the change you must notify us accordingly by email. If we do not receive any such notification and if you continue to use the services following notification of a change to the terms, the changed terms will apply to you and you will be deemed to have accepted such terms.

## 22. Jurisdiction

By using any of Our services, you agree to the jurisdiction of the courts of Kenya, and to the application of the Laws of Kenya.

## 23. How to Contact Us

If you would wish to contact us for any reason regarding our privacy policy, please contact us at 0759204306 Email: [ghousekeepingafrica@gmail.com](mailto:ghousekeepingafrica@gmail.com)

### Disclaimer

*Please note individuals will be legally liable or otherwise dealt with in accordance with the law for any false and/or misleading information submitted to Good Housekeeping Africa.*

Having read and understood the Good Housekeeping Africa privacy policy, terms and conditions, I hereby willingly and without any coercion consent to my employer

submitting my personal data for the purpose of doing an ID Verification/Biometrics for the sole purpose of potential employment.

I, hereby consent to the processing of the personal data that I have provided and declare my agreement with agree to the privacy policy, terms and conditions set herein/Nimekubaliana na sera ya faraga, sheria na masharti zinazotumika hapa.

Signed By:\_\_\_\_\_

Date:\_\_\_\_\_