



Africa Immigration Advisory Services

AFIAS Data Privacy Policy



Data Privacy Policy:

As a company, we recognize that our Clients share and entrust with us their personal and vital information and documents such as their names, emails, passport data information, telephone numbers and more.

Generally, we collect information from Clients via person to person interaction, email or other written correspondence, telephone calls, or other communication means.

How we use Personal Data:

1. To process their legal matters for which they contact us for.
2. To operate our business more effectively, for example: we seek feedback from our clients and use this to help improve our service.

We are guided by the Data Protection and Privacy Act of 2019 of Uganda to manage, store and use Clients data.

The company guarantees protection and proper use of data given to us by our Clientele. This we have therefore done by putting the following measures in place;

1. Procedures and technologies are used to maintain the security of all personal data from the point of collection to the point of destruction. This includes entry controls, secure lockable desks and cupboards, appropriate methods of destroying data such as shredding paper documents and disks. Our computer systems are secure using Firewalls and complex password authentication.
2. Installation and update of anti-virus on all computers used for work related purposes.
3. Procurement of IT specialists that biannually make system checks.
4. After the elapse of 5 years, deletion of information obtained and stored by the company or to delete immediately upon completion of the task for which information was obtained upon consent of such clients.
5. Ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data;
6. Personal data will only be transferred to a third-party data processor if they agree to comply with our procedures and policies and are compliant with the Data Protection and Privacy Act of 2019.
7. We will use all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

Data Privacy Policy:

We are committed to working with our staff, clientele, suppliers, and any other parties that may access information given to us by Clients, to achieve the following objectives:

1. Ensure information of clients is properly stored without using it for purposes other than what it is collected for.
2. Comply with the standards and procedures laid down in the Data Protection and Privacy Act of 2019, regulations thereto and other International Data Protections instruments.

Client's Rights:

1. Clients have the right to request a copy of the information that we hold about them. They will not have to pay a fee to access their personal data, however we may charge a reasonable fee if their request is clearly unfounded, repetitive or excessive. Our security procedures mean that we may request proof of identity before we reveal information.
2. Clients have a right to rectify information stored by us.
3. Clients have a right to object to the storage of their personal information.

It is the responsibility of all employees, visitors and contractors to fully support this policy through active participation and co-operation.

The introduction and implementation of this policy is a commitment of Africa Immigration Advisory Services management and a shared responsibility with our employees.

The policy will be reviewed annually as part of the organisation's determination to ensure protection of data.

APPROVED by Management on the 4th day of March, 2017