

CKCYSDA

Coalition of Kiru Community, Youth and Students Development Association

Kiru Local Government Area, Kano State, Nigeria

PRIVACY POLICY

Protecting Your Information, Upholding Your Trust

Effective Date: January 16, 2026

Last Updated: January 16, 2026

Version: 2.0

Applicability: All CKCYSDA Members & Stakeholders

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www.ckcysda.org.ng | info@ckcysda.org.ng

1. INTRODUCTION

The Coalition of Kiru Community, Youth and Students Development Association (CKCYSDA) is committed to protecting the privacy, dignity, and personal information of all individuals, associations, partners, and stakeholders who engage with the coalition. This Privacy Policy explains how CKCYSDA collects, uses, stores, protects, and discloses information in the course of carrying out its activities as a non-governmental, non-political community development coalition operating within Kiru Local Government Area, Kano State.

By interacting with CKCYSDA—whether as a member association, coordinator, volunteer, partner, donor, or visitor—you agree to the practices described in this Privacy Policy.

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2. SCOPE OF THIS POLICY

This Privacy Policy applies to:

- Member associations and organizations registered with CKCYSDA
- Appointed Coordinators representing member associations
- Volunteers, program participants, and community beneficiaries
- Partners, donors, and stakeholders engaging with CKCYSDA
- Visitors to CKCYSDA digital platforms (website, social media, online forms)
- Community members participating in CKCYSDA initiatives

This policy covers all forms of information collected, whether written, digital, verbal, or visual, across all CKCYSDA activities and platforms.

3. INFORMATION WE COLLECT

CKCYSDA may collect the following types of information through various channels:

3.1. Organizational Information

- Full legal name of association or organization

- Registration details and recognition documents
- Organizational structure and leadership details
- Area of focus, mission, and objectives
- Official contact addresses and locations
- Membership size and demographic information

3.2. Personal Information

- Names of Coordinators and authorized representatives
- Contact details (phone numbers, email addresses)
- Position or role within the association
- Professional background and qualifications
- Identification documents for verification purposes

3.3. Program & Activity Information

- Participation records in programs and events
- Attendance registers and meeting minutes
- Feedback, evaluations, and impact assessments
- Reports and documentation of activities
- Photographs and videos from events (with consent)

3.4. Digital Information

- Website analytics and usage statistics
- Communication through contact forms and email
- Social media interactions and messages
- IP addresses and device information for security
- Cookies and session data for website functionality

IMPORTANT NOTICE

CKCYSDA does NOT intentionally collect sensitive personal data such as:

- Political affiliation or party membership
- Religious beliefs or practices
- Detailed financial records or bank account information
- Health information or medical records
- Biometric data or genetic information

Any collection of such data would only occur if explicitly required for a lawful, development-focused purpose with explicit consent.

4. PURPOSE OF DATA COLLECTION

Information collected by CKCYSDA is used strictly for legitimate community development purposes:

Coordination & Collaboration

Facilitating communication and collaboration among member associations

Program Implementation

Planning, organizing, and implementing community development programs

Monitoring & Evaluation

Tracking program impact and measuring development outcomes

Reporting & Accountability

Maintaining transparent records for stakeholders and partners

Security & Verification

Ensuring legitimate participation and preventing misuse

Communication

Sharing updates, opportunities, and important information

❏ **STRICTLY PROHIBITED USES**

Information collected by CKCYSDA is NEVER used for:

- Political campaigns or party activities
- Commercial marketing or sales purposes
- Discrimination or exclusion of any kind
- Personal financial gain or exploitation
- Harassment or intimidation
- Any unlawful or unethical purpose

5. DATA PROTECTION & SECURITY MEASURES

CKCYSDA implements comprehensive security measures to protect your information:

5.1. Physical Security

- Secure storage of physical documents in locked cabinets
- Controlled access to office premises and storage areas
- Regular inventory and audit of physical records
- Secure disposal of outdated documents through shredding

5.2. Digital Security

- Encryption of sensitive digital information
- Regular security updates and patches
- Secure password policies and access controls
- Firewall protection and malware scanning
- Regular backups of important data

5.3. Access Controls

- Role-based access to information systems
- Two-factor authentication for sensitive data
- Regular review of access permissions
- Immediate revocation of access for terminated personnel

5.4. Training & Awareness

- Regular privacy training for Coordinators and volunteers
- Clear guidelines on data handling procedures
- Incident response protocols for data breaches
- Regular security awareness updates

Note: While CKCYSDA implements robust security measures, no system can guarantee 100% security. We continuously improve our practices to address emerging threats.

6. INFORMATION SHARING & DISCLOSURE

CKCYSDA maintains strict controls over information sharing:

6.1. General Principle

CKCYSDA does NOT sell, trade, rent, or commercially exploit personal or organizational information.

6.2. Permitted Sharing

Information may only be shared under these circumstances:

- **With Explicit Consent:** After obtaining clear, informed consent from the concerned association or individual
- **Legal Requirements:** When required by law, court order, or regulatory authorities
- **Legitimate Partnerships:** With approved development partners for joint initiatives, with confidentiality agreements in place
- **Internal Coordination:** Among member associations for coalition activities, limited to necessary information

7. STRICT NON-POLITICAL & NON-GOVERNMENTAL COMMITMENT

ZERO TOLERANCE POLICY

CKCYSDA is a non-governmental and non-political coalition. Personal or organizational data will NEVER be used to support:

- Political parties or candidates
- Government propaganda or political messaging
- Political campaigns or lobbying activities
- Any form of political influence or manipulation

8. DATA RETENTION POLICY

CKCYSDA retains information only for as long as necessary:

Type of Information	Retention Period	Disposal Method
Membership Records	Duration of membership + 5 years	Secure deletion/shredding
Program Participation	7 years from program completion	Secure deletion/shredding
Financial Records	10 years	Secure deletion/shredding
Meeting Minutes	Permanent (historical record)	Archival storage
Website Analytics	26 months	Automatic deletion
Communication Records	3 years from last contact	Secure deletion

9. YOUR RIGHTS & CHOICES

Associations and individuals have the following rights regarding their information:

□ **Right to Access** - Request access to the information we hold about you

⇒ **Right to Correction** - Request correction of inaccurate or incomplete information

□ **Right to Deletion** - Request deletion of information where legally permissible

□ **Right to Restrict Processing** - Request restriction of processing in certain circumstances

□ **Right to Data Portability** - Receive your information in a structured format

☐ **Right to Object** - Object to processing based on legitimate interests

☐ How to Exercise Your Rights

To exercise any of these rights, please:

- Submit a written request to the Privacy Officer via email or postal mail
- Include sufficient information to verify your identity
- Specify which right(s) you wish to exercise
- Provide relevant details to help us process your request

Response Time: We aim to respond within 30 days of receiving your request.

Contact for Rights Requests: privacy@ckcysda.org.ng

10. CONTACT INFORMATION

Privacy Officer:	privacy@ckcysda.org.ng
General Inquiries:	info@ckcysda.org.ng
Postal Address:	CKCYSDA Secretariat, Kiru Local Government Area, Kano State, Nigeria
Phone:	+234 901 359 9974 +234 706 500 8022
Hours:	Monday-Friday, 9:00 AM - 5:00 PM

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Approved By: CKCYSDA Coordinators Council | Review Schedule: Annual review every January

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