

Privacy Policy

Kiseka Pius - Professional Portfolio

Effective Date: July 17, 2025

Last Updated: July 17, 2025

1. Introduction

As an audit professional committed to the highest standards of confidentiality and data protection, I, Kiseka Pius, take your privacy seriously. This Privacy Policy outlines how I collect, use, protect, and handle your personal information when you visit my professional portfolio website or engage with my professional services.

My commitment to privacy is rooted in the professional standards I uphold as an audit associate and ACCA student member, where confidentiality and data protection are fundamental principles of practice.

2. Information Controller

Data Controller:

Kiseka Pius

Audit Associate, PKF Uganda

Email: kisekapius45@gmail.com

Phone: +256750461011 / +256778395182

Location: Kampala, Uganda

3. Information I Collect

3.1 Information You Provide Directly

When you contact me through this website or engage with my professional services, I may collect:

Contact Information:

- Full name
- Email address
- Phone number
- Company/organization name
- Job title or position
- Professional address

Professional Inquiry Information:

- Nature of your inquiry

- Project requirements or scope
- Timeline and budget considerations
- Professional background and needs
- Resume or CV (if provided)
- References or recommendations

Communication Records:

- Email correspondence
- Phone call notes and records
- Meeting notes and documentation
- Professional consultation records

3.2 Information Collected Automatically

When you visit my portfolio website, I automatically collect certain technical information:

Website Usage Data:

- IP address and location data
- Browser type and version
- Operating system
- Device information
- Pages visited and time spent
- Referring website or source
- Date and time of visits

Performance Data:

- Website loading times
- Error reports
- User interaction patterns
- Search queries within the site

4. How I Use Your Information

I use your personal information for legitimate professional purposes:

4.1 Professional Services

- Evaluating potential employment opportunities
- Responding to audit and accounting service inquiries

- Conducting professional consultations
- Preparing proposals and service agreements
- Maintaining professional client relationships

4.2 Communication and Correspondence

- Responding to your inquiries and messages
- Scheduling meetings and professional appointments
- Providing updates on project progress
- Maintaining professional networking relationships

4.3 Website Improvement

- Analyzing website performance and user experience
- Identifying and fixing technical issues
- Improving content and navigation
- Ensuring website security and functionality

4.4 Professional Development

- Understanding industry trends and client needs
- Improving service delivery and capabilities
- Maintaining professional competence
- Continuing professional education planning

5. Legal Basis for Processing

Under applicable data protection laws, I process your information based on:

- **Legitimate Interests:** For professional networking, business development, and service improvement
- **Contractual Necessity:** When providing professional services or considering employment opportunities
- **Consent:** When you voluntarily provide information through contact forms or inquiries
- **Legal Obligations:** To comply with professional standards and regulatory requirements

6. Information Sharing and Disclosure

6.1 Professional Confidentiality

As an audit professional, I maintain strict confidentiality. I do not share your personal information except in the following circumstances:

With Your Consent:

- When you explicitly authorize information sharing
- For references or recommendations you've requested
- When connecting you with other professionals at your request

Professional Requirements:

- With current or potential employers (with your knowledge)
- With professional supervisors or mentors for guidance
- With professional bodies for licensing or regulatory purposes

Legal Obligations:

- When required by law or legal process
- To protect against fraud or security threats
- In response to lawful requests from authorities

Service Providers:

- Website hosting and technical support services
- Professional communication platforms
- Secure document storage systems

6.2 No Commercial Use

I do not sell, rent, or trade your personal information to third parties for commercial purposes.

7. Data Security and Protection**7.1 Security Measures**

I implement appropriate technical and organizational measures to protect your information:

Technical Safeguards:

- Secure website hosting with SSL encryption
- Regular security updates and patches
- Secure email communication protocols
- Protected document storage systems

Organizational Safeguards:

- Access controls and authentication
- Regular security training and awareness

- Incident response procedures
- Professional confidentiality commitments

7.2 Data Breach Response

In the unlikely event of a data breach, I will:

- Assess the scope and impact immediately
- Take steps to contain and remedy the breach
- Notify affected individuals promptly
- Report to relevant authorities as required
- Implement measures to prevent future incidents

8. Data Retention

I retain your personal information only as long as necessary for the purposes outlined in this policy:

Active Inquiries: Until the inquiry is resolved or declined **Professional Relationships:** For the duration of the professional relationship plus 7 years **Employment Applications:** 2 years from the application date **Website Usage Data:** 12 months from collection **Legal Requirements:** As required by applicable laws and professional standards

9. Your Rights and Choices

You have the following rights regarding your personal information:

9.1 Access and Transparency

- Request access to your personal information
- Obtain copies of data I hold about you
- Understand how your information is being used

9.2 Correction and Updates

- Request correction of inaccurate information
- Update your contact or professional details
- Modify your communication preferences

9.3 Deletion and Restriction

- Request deletion of your personal information
- Restrict processing in certain circumstances
- Withdraw consent where applicable

9.4 Data Portability

- Request your data in a structured, machine-readable format
- Transfer your information to another service provider

9.5 Objection

- Object to processing based on legitimate interests
- Opt out of marketing communications
- Request cessation of data processing

10. Cookies and Tracking

10.1 Cookie Usage

My website may use cookies to enhance your experience:

Essential Cookies: Required for website functionality **Performance Cookies:** To analyze website usage and improve performance **Functional Cookies:** To remember your preferences and settings

10.2 Cookie Management

You can manage cookies through your browser settings. However, disabling certain cookies may affect website functionality.

11. International Data Transfers

If you are located outside Uganda, your information may be transferred to and processed in Uganda. I ensure appropriate safeguards are in place for international transfers in accordance with applicable data protection laws.

12. Third-Party Links

My website may contain links to other professional websites or platforms. This Privacy Policy does not apply to third-party sites. I encourage you to review the privacy policies of any third-party sites you visit.

13. Updates to This Policy

I may update this Privacy Policy periodically to reflect changes in my practices or legal requirements. Significant changes will be communicated through:

- Website notifications
- Email communications to active contacts
- Updated effective dates on this document

14. Contact Information

14.1 Privacy Inquiries

For questions about this Privacy Policy or your personal information:

Email: kisekapius45@gmail.com

Phone: +256750461011 / +256778395182

Subject Line: Privacy Policy Inquiry

14.2 Data Protection Requests

To exercise your rights or submit data protection requests:

Email: kisekapius45@gmail.com

Subject Line: Data Protection Request

Include: Specific request details and verification information

I will respond to your inquiries within 30 days, or sooner when possible.

15. Professional Commitment

As an audit professional, I understand the critical importance of confidentiality and data protection. This Privacy Policy reflects my commitment to:

- Maintaining the highest standards of professional integrity
- Protecting sensitive information entrusted to me
- Complying with applicable laws and professional standards
- Fostering trust in professional relationships
- Continuous improvement in data protection practices

This Privacy Policy demonstrates my commitment to protecting your privacy while maintaining the professional standards expected in the audit and accounting profession.

Kiseka Pius

Audit Associate, PKF Uganda

ACCA Student Member