

# DATA PROTECTION POLICY

## Datacraft Kenya Ltd

Effective Date: 21 January 2026

### 1. PURPOSE

This policy establishes guidelines for the collection, use, and protection of personal data in compliance with the Kenya Data Protection Act, 2019.

### 2. SCOPE

This policy applies to all employees, contractors, and third parties who handle personal data on behalf of Datacraft Kenya Ltd.

### 3. DATA PROTECTION PRINCIPLES

Personal data shall be:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit purposes
- Adequate, relevant, and limited to necessity
- Accurate and kept up to date
- Stored securely with appropriate measures

### 4. RESPONSIBILITIES

The Data Protection Officer is responsible for ensuring compliance with this policy. All employees must complete annual data protection training.

**Approved by:**

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Managing Director