

DO'S



Use personal data only for specific, legitimate, and authorised purposes related to Caritas Somalia activities.

Collect only the minimum personal data necessary to perform your duties (data minimisation principle).

Ensure personal data is accurate and up to date, and correct any inaccuracies without delay.

Always protect confidentiality: access personal data strictly on a need-to-know basis.

Store personal data securely, using only Caritas Somalia-approved systems and locations.

Anonymise or pseudonymise data where possible, especially for reports and analysis.

Handle sensitive personal data with extra care, including data related to health, biometric data, race/clan or ethnic origin, religion, political opinions, or sexual life.

Obtain valid consent where required, particularly when processing data of children or sensitive data.

Immediately report any actual or suspected personal data breach in line with internal procedures (within 72 hours).

Complete mandatory data protection training and apply the Policy in daily work.

DON'TS



Do not use personal data for purposes other than those for which it was collected.

Do not collect personal data “just in case” or without a clear legal basis.

Do not keep personal data longer than necessary: securely delete or destroy data once the purpose has ended.

Do not leave documents or devices containing personal data unattended (desks, offices, computers).

Do not share personal data with third parties (partners, authorities, family members, other organisations) unless there is a clear legal basis.

Do not share personal data with other teams or colleagues unless there is a genuine operational need.

Do not store personal data on personal devices, USB sticks, or unauthorised cloud systems.

Do not write unfair, unverified, or inappropriate comments about beneficiaries, colleagues, or partners.

Do not access personal data without authorisation, even out of curiosity.

REMEMBER

Data protection is everyone's responsibility.

Failure to comply with the Caritas Somalia Data Protection Policy may result in disciplinary action.

Full details can be found in the Data Protection- Caritas Somalia (2026).

If you suspect there has been a data protection breach, you must report it without delay to:
complaintsandfeedbackscs@gmail.com using subject header: DATA BREACH.