



DATA PROTECTION POLICY – CARITAS SOMALIA (2026)

Caritas Somalia

C/o Evêché du diocèse de Djibouti – Bvd de la République, B.P. 94 – Djibouti ville- RdD

TABLE OF CONTENTS

ARTICLE 1 – PURPOSE OF THE POLICY	1
ARTICLE 2 - SCOPE	1
ARTICLE 3 - DEFINITIONS	2
ARTICLE 4 - PRINCIPLES FOR PROCESSING PERSONAL DATA	4
ARTICLE 5 - PROCESSING PURPOSE	6
ARTICLE 6 - RIGHT OF A DATA SUBJECT	7
ARTICLE 7 - SECURITY OF PROCESSING AND DATA BREACH MANAGEMENT	10
ARTICLE 8 - CONFIDENTIALITY, TRAINING AND AWARENESS	10
ARTICLE 9 - COMPLIANCE, REPORTING, APPROVAL AND REVIEW	11
ANNEX 1 - PERSONAL DATA CONSENT FORM (ADULT)	12
ANNEX 2 – PERSONAL DATA CONSENT FORM (MINOR)	13
ANNEX 3 – DATA SUBJECT RIGHTS REQUEST FORM	15
ANNEX 4 - DATA BREACH MANAGEMENT PROCEDURE	16
ANNEX 5 – DATA RETENTION AND DELETION GUIDELINES	16
ANNEX 6 – STAFF TRAINING AND AWARENESS PLAN	16

ARTICLE 1 - PURPOSE OF THE POLICY

Caritas Somalia recognizes that the use of information technology must fully respect human dignity, fundamental rights, privacy, and individual and collective freedoms.

This Data Protection Policy sets out the principles and obligations governing the processing of personal data within Caritas Somalia, in accordance with the Data Protection Act, Law No. 005 of 2023 of the Federal Republic of Somalia, and the African Union Convention on Cyber Security and Personal Data Protection (Malabo Convention) adopted on 27 June 2014.

The Policy aims to ensure an adequate level of protection of personal data, strengthening the trust of beneficiaries, partners, and stakeholders, and safeguarding the institutional integrity and reputation of Caritas Somalia. In this context, Caritas Somalia is committed to ensuring that personal data is processed lawfully, fairly, and transparently; collected for specified, explicit, and legitimate purposes; limited to what is necessary; kept accurate and up to date where required; stored securely; and retained only for as long as necessary for the purposes for which it is processed.

As a data controller, Caritas Somalia is responsible for implementing appropriate technical and organizational measures to protect personal data and to respect the rights of data subjects. This Policy serves as a practical reference for all staff, partners, and third parties acting on behalf of Caritas Somalia.

This document will be reviewed periodically to ensure ongoing compliance with applicable legal requirements and good data protection practices.

ARTICLE 2 - SCOPE

This Data Protection Policy applies to all personal data processing activities, both automated and non-automated, carried out by Caritas Somalia, regardless of the medium or format used (paper, electronic, or otherwise).

This Policy applies to the structure of Caritas Somalia and to all activities conducted within the organization's programs and operations, primarily in Somalia, but also including any activities carried out outside Somalia if implemented by Caritas Somalia. The provisions of this Policy apply to all Board members and all personnel of Caritas Somalia, including employees, consultants, volunteers, and interns, as well as any other individual acting on behalf of or under the authority of Caritas Somalia. Where applicable, the Policy also extends to partners, suppliers, stakeholders, and other parties involved in pursuing the organization's mission. The Policy concerns all

personal data relating to identified or identifiable natural persons processed by Caritas Somalia, including, by way of example, beneficiaries, staff members, partners, donors, suppliers, and visitors.

For organizational purposes, personal data processing is considered in relation to the main functional areas of the organization, including: projects and programs, human resources, administration and finance, procurement, information systems, communication and fundraising, legal affairs, and visitor registration.

Where specific provisions of national legislation or contractual obligations require local adaptations, Caritas Somalia may adopt specific annexes or procedures, provided they are consistent with this Policy and duly approved by the relevant internal functions.

Failure of Caritas Somalia personnel to process personal data in compliance with this Policy may result in disciplinary proceedings.

ARTICLE 3 - DEFINITIONS

In this Policy, unless the context otherwise requires, the following words shall have their respective meaning as below:

- I. **Anonymisation** means the process of turning data into a form that does not identify individuals and where identification is not likely to take place. This allows for a much wider use of the information.
- II. **Biometric data** means personal data resulting from specific technical processing relating to an individual's body or behaviour, which allow or confirm the unique identification of that individual, including without limitation by physical measurements, facial images, blood typing, fingerprinting, retinal scanning, voice recognition and deoxyribonucleic acid (DNA) analysis.
- III. **Child** means an individual below eighteen years of age.
- IV. **Consent** means any freely given, specific, informed, and unambiguous indication, whether by a written or oral statement or an affirmative action, of an individual's agreement. Consent may be given only by adults with legal capacity. Where the data subject is a minor, consent shall be provided by a parent or legal guardian in accordance with applicable law.
- V. **Data controller** means an individual, private entity, public authority or agency or any other body who or which, alone or together with others, determines the purposes and means of the processing of personal data.
- VI. **Data processor** means an individual, private entity, public authority or agency or any other body who or which processes personal data on behalf of or at the direction of a data controller or another data processor.
- VII. **Data subject** means an individual to whom personal data relates.

- VIII. **Personal data** means any information relating to an individual who can be identified or is identifiable, directly or indirectly by reference to an identifier such as a name, an identification number, location data, an online identifier or one or more factors specific to the physical, physiological, genetic, psychological, cultural, social or economic identity of that individual. The following shall be deemed to be the personal data:
- certificate relating to educational qualification,
 - medical history, certificate or health examination report,
 - citizenship certificate, passport, voter identity card, driving license or other documents of such nature revealing identity,
 - bank account in a bank or the details of amount in such account,
 - cheque, draft, debit card, credit card or bank statement or other negotiable instrument related to banking and financial transaction,
 - biological or biometric data and thumb impression,
 - land ownership certificate related to immovable property or other document relating to ownership of land,
 - vehicle ownership card or document relating to the ownership of other property,
 - securities or details related thereto,
 - identity pension card or other document of similar nature,
 - phone number and email ID
 - other documents as personal and confidential
- IX. **Personal data breach** means a breach of security of a data controller or data processor leading to or reasonably likely to lead to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.
- X. **Data processing** means the collection, recording, organisation, storage, alteration, disclosure by transmission, combination, restriction or destruction of personal data by electronic means.
- XI. **Pseudonymisation** means the processing of Personal data in such a manner that the Personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and its subject to technical and organisational measures to ensure that the Personal Data is not attributed to an identified or identifiable natural person.
- XII. **Sensitive personal data** means personal data relating to an individual's: a) biometric data; b) race, clan or ethnic origin; c) religious beliefs; d) health status; e) marital status or sex life; or f) political opinions or affiliations; and g) any other category of personal data prescribed by the Authority in regulations as sensitive personal data.

ARTICLE 4 - PRINCIPLES FOR PROCESSING PERSONAL DATA

Personal data shall be processed in accordance with the following principles, which ensure the protection of the rights, dignity, and freedoms of data subjects.

4.1 Lawfulness, fairness and transparency

4.1.1 Personal data shall be processed lawfully, fairly and in a transparent manner, without infringing upon the dignity, fundamental rights, or freedoms of the data subject.

4.1.2 A data controller shall ensure that personal data is processed only where a valid legal basis exists, including but not limited to:

- the freely given and unwithdrawn consent of the data subject for specific purposes;
- necessity for the performance or conclusion of a contract with the data subject;
- compliance with a legal obligation;
- protection of vital interests of any person;
- medical care, social care, community welfare, or humanitarian assistance;
- response to a public health or humanitarian emergency where no other legal basis can reasonably be established in time;
- legitimate interests of the data controller or a third party, provided such interests are not overridden by the rights and freedoms of the data subject;
- legal claims, legal advice, or judicial proceedings;
- archiving in the public interest or historical, statistical, or scientific research purposes;
- cases where the data subject has intentionally made the data public.

4.1.3 Personal data shall, as a general rule, be collected directly from the data subject. The data subject shall be informed, at the time of collection or as soon as reasonably possible, of:

- the purpose(s) of the processing;
- the categories of personal data involved;
- the categories of third parties to whom the data may be disclosed;
- the existence of their rights in relation to their personal data.

4.2 Purpose limitation

4.2.1 Personal data shall be collected for specified, explicit, and legitimate purposes and shall not be further processed in a manner incompatible with those purposes.

4.2.2 Further processing for statistical, scientific, historical, or archiving purposes in the public interest shall be considered compatible with the original purposes, provided appropriate safeguards are in place.

4.2.3 Any further processing for purposes other than those originally specified shall be subject to an assessment of compatibility, taking into account:

- the link between the original purpose and the intended further processing;
- the sensitivity of the personal data;
- the potential consequences and risks to the data subject;
- the manner in which the data was collected;
- the existence of appropriate technical and organizational safeguards.

4.2.4 Where further processing is incompatible with the original purpose, such processing shall not commence unless the data subject is duly informed and provides consent or another lawful basis applies.

4.3 Data minimisation

4.3.1 Personal data shall be adequate, relevant, and limited to what is strictly necessary for the purposes for which it is processed.

4.3.2 Data shall not be excessive in relation to the intended purpose, and where possible or appropriate, personal data shall be anonymised or pseudonymised.

4.4 Accuracy

4.4.1 Personal data shall be accurate, complete, not misleading, and, where necessary, kept up to date.

4.4.2 Reasonable steps shall be taken to ensure that inaccurate, incomplete, or unlawfully collected data is corrected, supplemented, blocked, deleted, or destroyed without undue delay.

4.5 Storage limitation and retention

4.5.1 Personal data shall be retained in a form permitting identification of data subjects for no longer than is necessary to achieve the purposes for which the data was collected and processed.

4.5.2 Personal data may be retained beyond this period only where:

- retention is required or authorised by law; or
- the data subject has provided valid consent.

4.5.3 Upon completion of the processing purpose, personal data shall be securely deleted, destroyed, anonymised, or stored in a manner that prevents identification of the data subject, unless otherwise required by law.

4.6 Confidentiality and data security

4.6.1 Personal data shall be treated as confidential and subject to data secrecy obligations.

4.6.2 Appropriate technical and organizational measures shall be implemented to protect personal data against unauthorized access, unlawful processing or disclosure, accidental loss, alteration, or destruction.

4.7 Children and persons lacking legal capacity

4.7.1 Where a data subject is a child or otherwise lacks legal capacity, consent shall be obtained from a parent or other legally authorised representative, unless an exception applies.

4.7.2 Consent may be obtained directly from a child aged sixteen or above for the provision of information society services requested by the child.

4.7.3 Appropriate procedures shall be applied to verify the identity, age, and legal authority of the data subject and their representative, including the use of government-issued identification documents.

4.7.4 Parental or representative consent shall not be required where processing is necessary to:

- protect the vital interests of the child or individual;
- provide education, medical, or social care by professionals bound by confidentiality;
- conduct legal proceedings relating to the individual.

ARTICLE 5 - PROCESSING PURPOSE

Caritas Somalia processes personal data solely for specified, explicit, and legitimate purposes, and does not further process such data in a manner incompatible with those purposes. Personal data are processed only to the extent necessary to carry out the organization's mandate, comply with legal obligations, and ensure accountability, transparency, and operational effectiveness.

5.1 General purposes of processing

Caritas Somalia processes personal data for the following overarching purposes:

- Implementation, management, monitoring, and evaluation of humanitarian and development projects and programmes;

- Fulfilment of contractual obligations with donors, partners, service providers, consultants, and staff;
- Management of relationships with beneficiaries, partners, suppliers, and institutional donors;
- Financial management, accounting, auditing, and reporting, including grant and donor accountability;
- Compliance with applicable laws, regulations, and obligations imposed by competent authorities;
- Protection of the vital interests, safety, and security of beneficiaries, staff, visitors, and organizational assets;
- Prevention, detection, and investigation of fraud, misconduct, and integrity breaches;
- Internal governance, risk management, and quality assurance.

5.2 Processing by functional area

Personal data may be processed for specific purposes within the following functional areas:

- Projects and programmes: beneficiary management, programme implementation, monitoring, reporting, compliance with donor requirements, and humanitarian or community welfare activities;
- Human resources: recruitment, staff administration, payroll, benefits, learning and development, occupational health and safety, and personnel management;
- Finance and administration: accounting, payments, budgeting, audits, financial reporting, and grant management;
- Procurement: supplier management, contract administration, and purchasing processes;
- Information technology and systems: system administration, access management, information security, and user support;
- Communication and fundraising: donor relations, fundraising activities, communications, outreach, and engagement, subject to applicable consent and lawful bases; Legal and governance: contract management, legal compliance, claims handling, and organizational governance;
- Visitor registration and security: access control, safety, and compliance with security and regulatory requirements.

ARTICLE 6 - RIGHT OF A DATA SUBJECT

Caritas Somalia recognizes and guarantees the rights of data subjects in relation to the processing of personal data and ensures that such rights can be exercised easily, free of charge, and without undue delay, unless otherwise provided by law.

6.1 Right of confirmation and access to personal data

6.1.1 The data subject, or his/her legal representative, has the right to obtain from Caritas Somalia, for reasonable purposes and at no cost, confirmation as to whether or not personal data concerning him or her are being processed.

6.1.2 Where personal data are being processed, the data subject has the right to obtain the following information:

- which personal data are being processed;
- the purposes of the processing;
- the legal basis for the processing;
- the methods and sources of data collection;
- the recipients or categories of recipients to whom the personal data have been disclosed, and the legal grounds and purposes of such disclosure.

6.1.3 The data subject has the right to receive a copy of his or her personal data in a commonly used electronic format, without unreasonable delay.

6.2 Right to rectification, update, completion, restriction and deletion

6.2.1 Upon request by the data subject, Caritas Somalia shall correct, update, complete, block, delete or destroy personal data that are inaccurate, incomplete, out of date, misleading, or processed without a valid legal basis.

6.2.2 Requests shall be handled within a reasonable timeframe and in any case no later than fifteen (15) working days from receipt, unless exceptional circumstances apply and are duly justified.

6.2.3 Where personal data have been disclosed to third parties, Caritas Somalia shall inform such recipients of any rectification, deletion or restriction carried out, unless this proves impossible or involves a disproportionate effort; in such cases, the competent Authority may be informed.

6.2.4 The data subject also has the right to obtain the deletion of personal data where Caritas Somalia is not entitled to retain such data or where the purpose of the processing has ceased.

6.3 Right to object to processing

6.3.1 The data subject has the right to object to the processing of personal data relating to him or her where such processing is based on:

- the performance of a task carried out in the public interest;

- the legitimate interests of the data controller or a third party;
- personal data intentionally made public by the data subject, and where such processing causes substantial and unwarranted damage or distress to the data subject.

6.3.2 Where a valid objection is raised, Caritas Somalia shall no longer process the personal data unless it demonstrates compelling legitimate grounds of public interest or the necessity to establish, exercise or defend legal claims.

6.4 Right to withdraw consent

6.4.1 The data subject has the right to withdraw consent to the processing of personal data at any time.

6.4.2 Withdrawal of consent shall be as easy as giving consent, and the data subject shall be informed of the consequences of such withdrawal.

6.4.3 The withdrawal of consent shall not affect the lawfulness of processing carried out prior to the withdrawal.

6.5 Right Not to Be Subject to automated decision-making

6.5.1 The data subject has the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects or similarly significant effects concerning the data subject.

6.5.2 This right shall not apply where the automated decision:

- is necessary for entering into or performing a contract;
- is authorised by a written law providing appropriate safeguards; or
- is based on the explicit consent of the data subject.

6.6 Procedures for exercising data subject rights

6.6.1 Requests to exercise data subject rights may be submitted in writing or by electronic means. Where requests are made verbally, they shall be recorded by duly authorised personnel.

6.6.2 Caritas Somalia shall verify the identity of the data subject or legal representative before responding to a request, using appropriate and proportionate identification measures based on the sensitivity of the data concerned.

6.6.3 Where a request is manifestly unfounded or excessive, in particular due to its repetitive nature, Caritas Somalia may charge a reasonable administrative fee or refuse the request, providing a clear justification.

ARTICLE 7 - SECURITY OF PROCESSING AND DATA BREACH MANAGEMENT

7.1 Caritas Somalia shall ensure that personal data are processed in a manner that guarantees an appropriate level of security, integrity and confidentiality, consistent with the principles set out in this Policy and Article 24 of the Somali Data Protection Act.

7.2 Caritas Somalia shall implement appropriate technical and organisational measures to protect personal data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, taking into account:

- the nature and sensitivity of the personal data;
- the risks to the rights and freedoms of data subjects;
- the scope, context and purposes of processing; and
- the available technological and organisational safeguards.

7.3 Any actual or suspected personal data breach, including loss, unauthorised access, disclosure or misuse of personal data, shall be reported without delay through the internal reporting mechanisms of Caritas Somalia.

7.4 Where a personal data breach is likely to result in a risk to the rights and freedoms of data subjects, Caritas Somalia shall:

- a) notify the competent Data Protection Authority within seventy-two (72) hours of becoming aware of the breach, in accordance with Article 25 of the Somali Data Protection Act; and
- b) communicate the breach to affected data subjects without undue delay where required by law.
- c) Caritas Somalia shall maintain records of all personal data breaches, including the facts relating to the breach, its effects and the remedial actions taken, in accordance with Article 27 of the Somali Data Protection Act.

ARTICLE 8 - CONFIDENTIALITY, TRAINING AND AWARENESS

8.1 All personal data processed by Caritas Somalia are subject to confidentiality obligations. Unauthorised collection, access, use, disclosure or processing of personal data is strictly prohibited.

8.2 Access to personal data shall be granted solely on a “need-to-know” basis, limited to what is necessary for the performance of assigned duties and responsibilities.

8.3 Caritas Somalia shall ensure that all personnel, including employees, consultants, volunteers and interns, who process personal data receive appropriate training and awareness-raising on data protection obligations, security requirements and this Policy.

8.4 Data protection training shall:

- a) be provided at induction and periodically thereafter;
- b) be proportionate to the individual's role and level of access to personal data; and
- c) be updated as necessary to reflect legal, organisational or technological changes.

8.5 The obligation to protect the confidentiality and security of personal data shall continue after the termination of any employment or contractual relationship with Caritas Somalia.

ARTICLE 9 - COMPLIANCE, REPORTING, APPROVAL AND REVIEW

9.1 Compliance with this Data Protection Policy and with the Somali Data Protection Act is mandatory for all persons acting under the authority of Caritas Somalia.

9.2 Any suspected or actual violation of this Policy shall be reported promptly through the appropriate internal channels. Reporting in good faith is considered a professional and organisational obligation. Failure by Caritas Somalia personnel or associated parties to comply with this Policy may result in disciplinary measures, termination of contracts, or other corrective actions, in accordance with internal procedures and applicable law. Serious violations may be reported to competent authorities where required by law.

9.3 This Data Protection Policy has been approved by the president of Caritas Somalia and enters into force on the date of approval.

9.4 The Policy shall be reviewed periodically and, in any event, every four years from the date of adoption, unless a specific need for earlier review arises. In particular, the Policy shall be reviewed:

- a) following amendments to applicable Somali data protection legislation;
- b) in response to significant organisational or operational changes; or
- c) after serious data protection incidents.

9.5 Any revision of this Policy shall be formally approved and communicated to all Board members, staff and relevant stakeholders. The most recent version shall supersede all previous versions.

Djibouti, on 12/01/2026

Mgr. Jamal Daibes

Apostolic administrator - Diocese of Mogadishu

President – Caritas Somalia

ANNEX 1 – PERSONAL DATA CONSENT FORM (ADULT)



Informed consent for personal data processing

In accordance with the Data Protection Act, Law No. 005 of 2023 of the Federal Republic of Somalia, which guarantees the right to data protection and privacy of individuals.

Data subject details:

Full name: _____

Phone/Email: _____

Purpose of data processing:

Type of personal data collected and processed:

Identification data

Contact details

Sensitive data (e.g., health, biometric)

Other: _____

Information on rights: I have been informed of my rights under Somali law regarding personal data protection, including the right to access, rectify, erase, object, restrict processing, and withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

Consent declaration: I hereby give my free, specific, informed, and unambiguous consent to the processing of my personal data by Caritas Somalia for the purposes described above, in compliance with the Data Protection Act, Law No. 005 of 2023.

I consent to the processing of my personal data

I do not consent

Signature: _____

Date: _____

ANNEX 2 – PERSONAL DATA CONSENT FORM (MINOR)



Informed consent for minors (under 18 years)

In accordance with the Data Protection Act, Law No. 005 of 2023, which protects the rights of data subjects, including minors, ensuring that personal data processing is carried out only with the consent of a parent or legal guardian.

Minor details:

Full name: _____

Date of birth: _____

Parent / Legal guardian details:

Full Name: _____

ID Document Number: _____

Purpose of data processing:

Type of personal data collected and processed:

Identification data

Contact details

Sensitive data (e.g., health, biometric)

Other: _____

Information on rights: I have been informed of the rights of the minor and the parent/guardian under Somali law, including the rights to access, rectification, erasure, objection, restriction, and withdrawal of consent, as well as the purposes, legal basis, and retention period of the data.

Consent Declaration: I, the undersigned, as parent or legal guardian of [Minor's Name], hereby give my free, specific, informed, and unambiguous consent to the processing of the minor's personal data for the purposes described above, in compliance with the Data Protection Act, Law No. 005 of 2023 of the Federal Republic of Somalia.

I consent to the processing of the minor's personal data

I do not consent

Signature of parent / Guardian: _____

Date: _____

ANNEX 3 – DATA SUBJECT RIGHTS REQUEST FORM



Data subject details:

Full name:

Contact details: _____

Request type:

- Access to my data
- Rectification of my data
- Deletion of my data
- Restriction of processing
- Withdrawal of consent
- Objection to processing

Details / Reason for request:

Signature: _____

Date: _____

ANNEX 4 – DATA BREACH MANAGEMENT PROCEDURE

- **Internal reporting:** Employees or collaborators must immediately report any suspected data breach to the Data Protection Officer (DPO) or to the director.
- **Risk Assessment:** The DPO evaluates the risk to the rights and freedoms of data subjects and determines the need for notifications.
- **Notification to authority:** If the breach is likely to result in risk to data subjects, Caritas Somalia notifies the Somalia Data Protection Authority within 72 hours.
- **Communication to data subjects:** Notify affected individuals without undue delay when required by law.
- **Corrective actions and documentation:** Record details of the incident, causes, consequences, and corrective measures taken.

ANNEX 5 – DATA RETENTION AND DELETION GUIDELINES

Retention period: Data should be retained only as long as necessary for the purposes for which it was collected. After this period, data must be securely deleted, destroyed, or anonymized.

Secure deletion methods:

- Paper documents: certified shredding
- Electronic data: secure deletion to prevent recovery

ANNEX 6 – STAFF TRAINING AND AWARENESS PLAN

Objective: Ensure all personnel are aware of data protection obligations and safe handling of personal data.

Training activities:

- Mandatory induction for new staff
- Annual refresher training or updates following legislative or operational changes
- Role-specific training for positions with access to sensitive data.