

Afrika Sisi Nyumbani Ltd | Media and Privacy Policy

Effective Date: June 2024

Applies to: All participants of Nyumbani Academy programs under Afrika Sisi Nyumbani Ltd

1. Purpose of this Policy

This policy outlines how Afrika Sisi Nyumbani Ltd collects, uses, stores, and protects personal information and media content (photos, videos, audio) during Nyumbani Academy programs. It ensures participants' rights to privacy are respected while promoting the values and visibility of the program.

2. Collection of Personal Information

Upon registration and participation, we may collect the following data:

- Full name, nationality, contact information
- Age, emergency contact, passport/ID for travel logistics
- Dietary, health, or accessibility requirements (for safety planning)

3. Use of Personal Data

Your personal information may be used to:

- Organize safe and effective program delivery
- Provide essential logistics and emergency services
- Communicate updates and program materials
- Support government requirements (e.g., for permits, visas)

Your data will not be sold, rented, or shared with unauthorized third parties.

4. Media Usage Consent

By participating in Nyumbani Academy programs, you grant Afrika Sisi Nyumbani Ltd the non-exclusive, royalty-free right to capture and use media content (photos, videos, recordings) featuring you for the following purposes:

- Educational and promotional materials
- Website and social media campaigns
- Annual reports, donor/funder proposals
- Future program marketing

Photos and videos may be taken during:

- Workshops, field visits, and cultural activities
- Group discussions, safaris, and special events

5. Right to Opt-Out of Media Coverage

Participants who do not wish to be photographed or recorded must:

- Notify the program team in writing before or at the start of the program
- Use a special “No Media” badge (if applicable)
- Avoid group photos or recorded activities

We will do our best to respect this request but cannot guarantee exclusion from wide-angle crowd shots.

6. Confidentiality of Sensitive Information

- Medical, financial, and other sensitive personal data will be kept strictly confidential.
- Staff are trained to manage personal data securely, with access limited to authorized personnel.

7. Storage and Retention

- Personal and media data will be stored in secure systems.
- Data will be retained only as long as necessary for program, legal, or promotional use (max. 5 years for media, 3 years for personal info unless required longer by law).

8. Participant Responsibilities

Participants agree to:

- Seek consent before capturing or sharing images/videos of others
- Avoid posting misleading or harmful content online about other participants, staff, or communities visited
- Respect the dignity, culture, and privacy of local communities

9. Breach and Complaints

If you feel your privacy or media rights have been violated, you may:

- Report to the Program Coordinator immediately
- Contact our Privacy Office at privacy@asn.co.tz

We will respond to complaints within 7 business days.

10. Policy Acceptance

By registering and joining the program, you acknowledge that you have read, understood, and accepted this Media and Privacy Policy.