



Meeting Point International

PERSONAL DATA PROTECTION POLICY

Meeting Point International (MPI)
2026

Approved by the Board members:	Name: AMITO TEDDY BONGOMIN
	Signature:
	Title: TREASURER
	Name: ACHAN AIDA AGNES
	Signature:
	Title: VICE-CHAIRPERSON
	Name: EMMANUEL NSENGA RUTIKANGA
	Signature:
	Title: Secretary
	Name: BUSINSYE ROSE
	Signature:
	Title: CI PERSON
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1. INTRODUCTION

Founded by Rose Busingye in 1992, Meeting Point International (MPI) is a Ugandan non-governmental organization working with women, men, youth and children from the slums of Kampala, who are mainly affected and infected by HIV/AIDS.

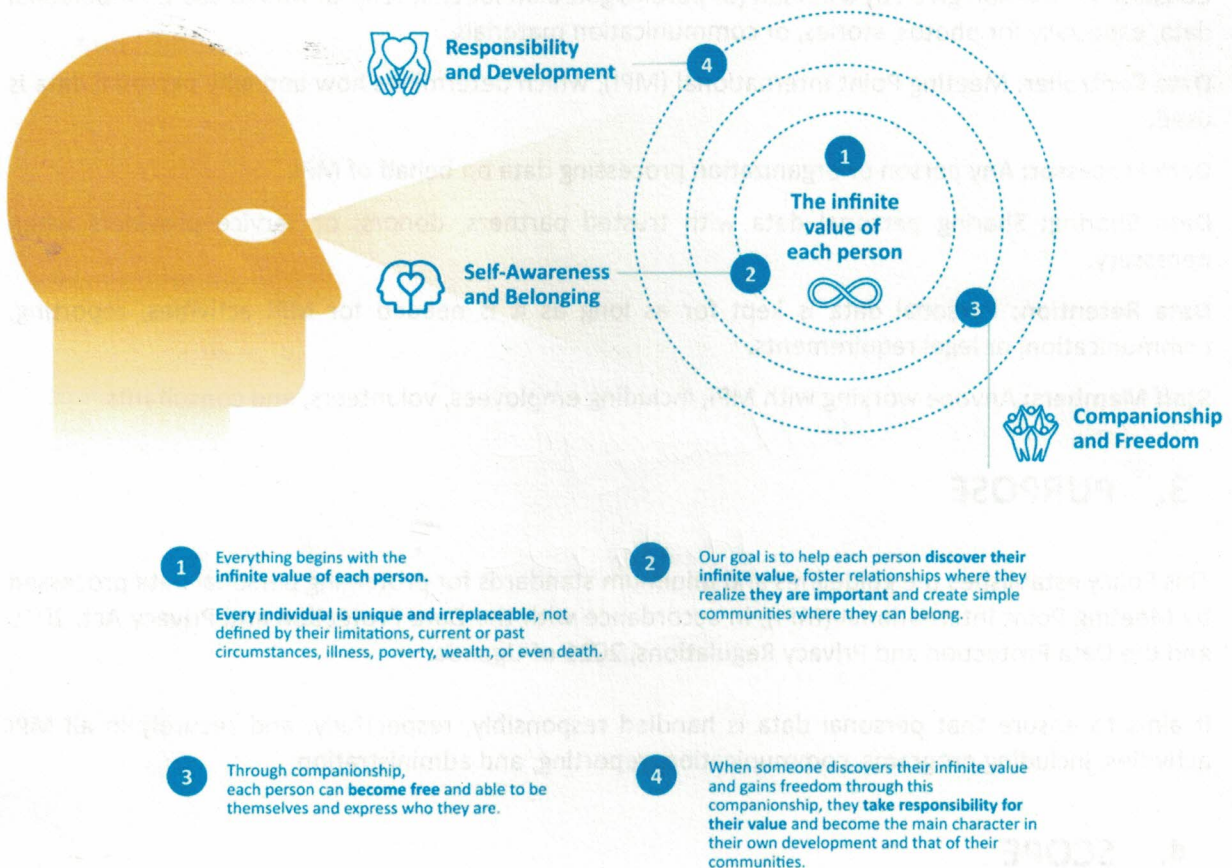
1.1 MPI's Vision

For every person to discover their infinite value and dignity, through a journey towards their own human development and that of their communities.

1.2 Our Mission

MPI aims at continuously accompanying every person and community, prioritizing victims of HIV/AIDS, promoting education at all levels and committing to poverty alleviation.

1.3 MPI's Method



1.4 Relevance of Data Protection Policy

This Data Protection and Privacy Policy explains how Meeting Point International (MPI) collects, uses, stores, and protects personal data.

In the course of its work, MPI may collect personal data relating to beneficiaries, children, staff members, volunteers, donors, partners, and other individuals involved in its activities. This may include photographs, stories, and information used for communication and reporting purposes.

MPI recognizes the importance of respecting privacy and dignity, especially when working with children and vulnerable individuals, while also using personal data to communicate its mission and impact. This Policy is developed in line with the Data Protection and Privacy Act, 2019 and the Data Protection and Privacy Regulations, 2021 of Uganda, and reflects MPI's commitment to handling personal data responsibly, safely, and transparently.

2. DEFINITIONS

Personal Data: Any information that can identify a person, such as name, photo, contact details, location, or personal story.

Sensitive Data: Information requiring higher protection, such as health data, information about children, or vulnerable situations.

Processing: Any use of personal data, including collection, storage, use, sharing, or publication.

Data Subject: The person whose data is being used.

Consent: Permission given by a person (or parent/guardian for children) for MPI to use their personal data, especially for photos, stories, or communication materials.

Data Controller: Meeting Point International (MPI), which determines how and why personal data is used.

Data Processor: Any person or organization processing data on behalf of MPI.

Data Sharing: Sharing personal data with trusted partners, donors, or service providers when necessary.

Data Retention: Personal data is kept for as long as it is needed for MPI activities, reporting, communication, or legal requirements.

Staff Members: Anyone working with MPI, including employees, volunteers, and consultants.

3. PURPOSE

This Policy establishes the guidelines and minimum standards for protecting personal data processed by Meeting Point International (MPI), in accordance with the Data Protection and Privacy Act, 2019 and the Data Protection and Privacy Regulations, 2021 of Uganda.

It aims to ensure that personal data is handled responsibly, respectfully, and securely in all MPI activities, including programs, communication, reporting, and administration.

4. SCOPE

This Policy applies to all MPI staff members, volunteers, interns, consultants, contractors, and any third parties who process personal data on behalf of MPI.

It covers all personal data collected, used, stored, shared, or published by MPI in both physical and digital formats, including photographs, videos, and stories.

5. DATA PROCESSING COMPLIANCE

All personal data processing activities carried out by or on behalf of Meeting Point International (MPI) must comply with this Policy and with applicable data protection laws in Uganda. This includes all staff members, volunteers, consultants, contractors, and partner organizations who handle personal data on behalf of MPI.

All data must be processed in a lawful, fair, and reasonably transparent manner, and in accordance with the principles set out in this Policy.

6. DATA PROTECTION PRINCIPLES

Lawfulness, Fairness, and Transparency: Personal data shall be processed in a lawful, fair, and reasonably transparent manner.

Purpose Limitation: Personal data shall be collected for specific, clear, and legitimate purposes related to MPI activities and shall not be used in a way incompatible with those purposes.

Data Minimization: Only personal data that is necessary for MPI activities shall be collected and used.

Accuracy: MPI shall take reasonable steps to ensure that personal data is accurate and updated where necessary.

Storage Limitation: Personal data shall be kept only for as long as it is needed for program, communication, reporting, or operational purposes, or where required by law or donors.

Integrity and Confidentiality: Personal data shall be handled with reasonable care to protect it from unauthorized access, loss, or misuse.

Accountability: MPI is responsible for ensuring that personal data is handled in line with this Policy and applicable laws.

7. LEGAL BASIS FOR PROCESSING

MPI may use personal data in the following cases:

- **Consent:** When a person agrees to the use of their data, including photos, stories, and communication materials.
- **Program Activities:** When data is needed to implement MPI projects and services.
- **Legal Requirements:** When required by law or authorities.
- **Safety and Protection:** When needed to protect the life, safety, or wellbeing of a person.
- **Organizational Needs:** When necessary for legitimate MPI activities that do not harm individual rights.



8. USE OF IMAGES AND COMMUNICATION MATERIALS

MPI may take photographs, videos, and other visual materials of its beneficiaries, including children and adults, during activities implemented in MPI premises or in external locations where MPI programmes are carried out.

These may include, but are not limited to:

- project activities;
- community events;
- field visits;
- training sessions;
- outreach and programme implementation sites.

MPI uses such materials for communication, reporting, visibility, and fundraising purposes, including sharing with donors, partners, and on official communication platforms such as social media and websites.

MPI ensures that the use of images and communication materials is carried out with respect for the dignity, safety, and privacy of individuals.

All images and content shall be selected based on the following principles:

- respect for the dignity of the person;
- non-discrimination;
- protection of vulnerable individuals, especially children;
- avoidance of stereotypes, humiliation, or exploitation;
- relevance to mpi's mission and activities.

Where appropriate (for example, in sensitive contexts such as health conditions, disability, poverty situations, protection cases, or other vulnerable circumstances), MPI obtains informed consent from individuals or from parents/guardians in the case of children before using their images or stories for communication purposes.

MPI ensures that beneficiaries are informed that photography and documentation may take place during MPI activities and that such materials may be used for communication and reporting purposes. Personal data contained in images (including identifiable faces or information) shall be handled securely and shared only for legitimate MPI purposes.

9. HANDLING OF CHILDREN'S DATA

MPI gives special protection to personal data relating to children.

Where appropriate, MPI will seek informed consent from a parent or legal guardian before collecting or using a child's personal data.

Children's data shall be handled with care, and access shall be limited to authorized staff only.

If consent cannot reasonably be obtained, MPI will not use the child's personal data unless required for safeguarding or legal reasons.

All staff and associated personnel shall:

- Use respectful and non-discriminatory language when referring to children.
- Avoid sensationalized, exploitative or degrading portrayals of children.
- Obtain informed consent before collecting, using or sharing images, videos or stories involving children, where appropriate.



- Ensure that personal information and images of children are stored and shared securely.
- Avoid publishing information that may expose children to risk, stigma or identification.

10. DATA SECURITY MEASURES

MPI takes reasonable and practical steps to protect personal data from loss, misuse, unauthorized access, or disclosure.

These measures may include:

- Secure storage of physical documents;
- Restricting access to sensitive information to relevant staff;
- Password protection of digital files where appropriate;
- Careful handling of printed documents;
- Sharing data only with trusted partners when necessary.

Staff members are responsible for handling personal data carefully and maintaining confidentiality in their daily work.

11. DATA BREACH RESPONSE

MPI will provide basic guidance and awareness to staff on the responsible handling of personal data, with particular attention to staff members working directly with beneficiaries and those involved in communication, media, fundraising, and public outreach activities.

Staff are expected to handle personal data with care and respect and to follow this Policy in their daily work.

12. TRAINING AND AWARENESS

MPI will provide basic guidance and awareness to staff on responsible handling of personal data.

Staff are expected to follow this Policy in their daily work.

13. POLICY REVIEW AND UPDATES

This Policy will be reviewed periodically and updated when necessary to reflect changes in laws, regulations, or MPI operations. Any amendments to this Policy shall be approved by MPI management and communicated to relevant staff.



DATA PROTECTION POLICY ACKNOWLEDGMENT AND ACCEPTANCE FORM

I, (Full Name)
..... (Position/Role/Organization if applicable),
acknowledge receipt of the Meeting Point International (MPI)'s Data Protection Policy.
I confirm that I have read, understood, and accepted the Data Protection Policy as part of my
employment, collaboration, volunteer service, consultancy, partnership, or engagement with Meeting
Point International (MPI).

Name :
Signature :
Date :

A copy of the signed Data Protection Policy should be returned to the Administration office or to this
email: admin@meetingpoint-int.org