

Privacy Policy

Effective Date: 25 Nov 2025

EWD Foundation ("we", "our", "us") is committed to protecting your privacy and ensuring that your personal information is handled responsibly, transparently, and in compliance with applicable data protection laws.

This Privacy Policy explains how we collect, use, store, and protect your information when you visit our website, participate in our programmes, or interact with our services.

1. Who We Are

EWD Foundation is a non-profit organisation focused on equipping young people, women, and vulnerable groups with digital skills, mentorship, and pathways to economic empowerment.

2. Information We Collect

We may collect the following types of information:

a. Personal Information

- Name
- Email address
- Phone number
- Gender (optional)
- Age range (optional)
- Location
- Employment or educational status
- Information submitted through forms (e.g., registrations, surveys)

b. Technical Information

- IP address
- Browser type
- Device information
- Pages visited on our site
- Cookies and usage data

c. Programme Participation Data

- Course enrolments
- Progress and assessments
- Feedback and surveys
- Attendance records
- Portfolio submissions

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www.ewdafrica.org

3. How We Use Your Information

We use your information to:

- Provide and improve our training programmes
- Communicate with you regarding updates, events, and opportunities
- Manage registrations and participation
- Personalise your learning experience
- Analyse engagement to improve our services
- Maintain records for impact reporting and donor requirements
- Comply with governance, safeguarding, and legal obligations

We never **sell** your information.

4. Legal Basis for Processing

We process personal data under the following legal bases:

- Consent: When you register, sign up, or opt-in to communications.
- Contractual necessity: To deliver programmes you enrolled in.
- Legitimate interest: To improve our services and maintain programme effectiveness.
- Legal obligation: Compliance with regulations and reporting requirements.

5. Sharing Your Information

We may share your information only with:

- Verified trainers, instructors, and mentors
- Technology partners that help us deliver our services (e.g., LMS platforms, email tools)
- Funding partners who require anonymised or aggregated reports
- Legal authorities when required by law

We do **not** share your personal data with advertisers or unrelated third parties.

6. Cookies and Tracking Technologies

Our website uses cookies to:

- Improve your browsing experience
- Analyse website traffic
- Enable sign-in or learning platform features

You can adjust your cookie settings in your browser at any time.

7. Data Retention

We retain personal data only for as long as necessary:

- To deliver programmes
- To comply with reporting or regulatory requirements
- To maintain accurate organisational records
- Data that is no longer needed is securely deleted or anonymised.

8. Security of Your Information

We implement appropriate technical and organisational measures to safeguard your data, including:

- Encrypted storage
- Secure access controls
- Regular security reviews
- Restricted staff access

However, no system is 100% secure. We take all reasonable steps to protect you.

9. Your Rights

Depending on your jurisdiction, you may have the right to:

- Access your personal data
- Request correction or deletion
- Withdraw consent at any time
- Request a copy of your information
- Object to certain types of processing
- Lodge a complaint with a data protection authority

To make any request, contact us at: admin@ewdafrica.org

10. Third-Party Links

Our website may contain links to external websites (e.g., partners, training tools). We are not responsible for their privacy practices.

11. Children's Privacy

We do not knowingly collect data from children under 13 without parental consent. If you believe a child's data has been submitted without permission, please contact us.

12. Changes to This Policy

We may update this Privacy Policy as necessary. Any revisions will be posted on this page with an updated "Effective Date".

13. Contact Us

For questions, concerns, or privacy-related requests, please contact:

EWD Foundation

Email: admin@ewdafrica.org