P.O Box 86165 – 00200 Nairobi, Kenya
+254 708 508 640 | +254 719 396 584
www.womeninspace.ke
info@womeninspace.ke | womeninspaceke@gmail.com

PRIVATE POLICY

Effective Date: 25th March 2025

Last Updated: 1st September 2026

Women in Space Kenya ("WiSK", "we", "us", or "our") is committed to protecting the privacy and personal information of our members, mentors, mentees, programme participants, event attendees, partners, volunteers, website visitors, and other stakeholders.

This Privacy Policy explains how Women in Space Kenya collects, uses, stores, protects, and may share personal information when you visit our website, communicate with us, register for our programmes or events, become a member, participate in our activities, or otherwise interact with us.

This Privacy Policy should be read together with our **Membership Code of Conduct** and any specific privacy notices or consent forms provided for particular programmes or activities.

1. WHO WE ARE

Women in Space Kenya (WiSK) is an organisation committed to empowering women and girls and advancing their participation and leadership in the space sector.

Organisation: Women in Space Kenya (WiSK)
Website: https://womeninspace.ke/

Email: info@womeninspace.ke

Postal/Physical Address: 86165 -00200, Nairobi

For purposes of applicable data protection legislation, WiSK may act as a **data controller** where we determine the purposes and means of processing personal information.

2. PERSONAL INFORMATION WE COLLECT

Depending on how you interact with WiSK, we may collect different categories of personal information.

2.1 Information you provide to us

This may include:

- Full name
- Email address
- Telephone number
- Organization, institution or employer
- Job title, professional role or area of expertise
- Educational and professional information

- Country and general location;
- Membership information;
- Programme and mentorship application information;
- Event registration information;
- Areas of interest;
- Information you voluntarily provide through surveys, applications, forms or correspondence;
- Payment or transaction information where applicable;
- Photographs, video recordings or audio recordings where collected with an appropriate legal basis or consent; and
- Any other information you voluntarily provide to us.

2.2 Information collected automatically

When you visit our website, certain technical information may be collected automatically, depending on the website technology and services we use.

This may include:

- IP address
- Browser type
- Device type
- Operating system
- Pages visited
- Date and time of visits
- Referring website and
- General website usage information.

We use such information primarily to operate, secure, maintain and improve our website.

3. HOW WE USE PERSONAL INFORMATION

We may process personal information for purposes including:

- Managing WiSK membership
- Processing applications for programmes, mentorship opportunities and other initiatives
- Organising and administering events, workshops, webinars and community activities
- Communicating with members, applicants, participants, mentors, partners and stakeholders
- Providing information about WiSK programmes and opportunities
- Sending newsletters and organisational updates where appropriate
- Managing partnerships and collaborations
- Evaluating and improving our programmes
- Maintaining organisational records
- Responding to enquiries and requests
- Protecting the security and integrity of our website and systems
- Complying with legal, regulatory and administrative obligations
- Preventing fraud, misuse or unlawful activity and

- Carrying out other purposes that are communicated to you at the time your information is collected.

We will seek to ensure that personal information is collected for specific, explicit and legitimate purposes and that only information reasonably necessary for those purposes is collected.

4. LEGAL BASIS FOR PROCESSING

Depending on the circumstances, WiSK may process personal information on the basis of:

- Your consent;
- The performance of an agreement or arrangement with you;
- Compliance with a legal obligation;
- A legitimate organisational interest that does not override your rights and freedoms; or
- Another lawful basis permitted under applicable data protection legislation.

Where we rely on consent, you may withdraw that consent, subject to any legal or legitimate reason why we may need to continue processing certain information.

The Kenya Data Protection (General) Regulations require consent requests to clearly communicate, among other things, the identity of the controller, purpose of processing, categories of data, third-party sharing, the right to withdraw consent, and the implications of providing or withdrawing consent.

5. MEMBERSHIP, PROGRAMMES AND MENTORSHIP

WiSK may collect additional information when individuals apply for or participate in our membership, mentorship, educational, professional development, outreach or other programmes.

Information collected through such programmes will be used for the purposes explained in the relevant application or registration process.

Where a programme involves information that requires additional protection, WiSK will take appropriate safeguards and provide additional notices or consent requirements where necessary.

Our Membership Code of Conduct also requires members to respect the confidentiality of information shared within mentorship programmes, events and forums and not disclose personal or sensitive information about other members without consent.

6. PHOTOGRAPHS, VIDEO AND AUDIO

WiSK may photograph, record or otherwise document events, programmes, workshops, conferences and other organisational activities.

Where appropriate, such material may be used for:

- WiSK's website
- Social media
- Reports and publications
- Newsletters
- Promotional and educational materials
- Event documentation and
- Communications about WiSK's work and impact.

Where consent is required, WiSK will seek appropriate consent before using identifiable photographs, recordings or other media for the relevant purposes.

If you have concerns about a photograph, video or recording featuring you, please contact us at info@womeninspace.ke

7. CHILDREN'S PERSONAL DATA

WiSK may conduct activities involving children and young people.

Where we process personal information relating to children, we will apply appropriate safeguards and comply with applicable requirements concerning children's data, including obtaining appropriate parental or guardian consent where required.

The Kenya Data Protection framework provides specific safeguards concerning the exercise of data subject rights and processing involving children.

8. SHARING PERSONAL INFORMATION

WiSK does not sell personal information.

We may share personal information where reasonably necessary with:

- Service providers supporting our website, email, registration, communications, payment or technology systems
- Event and programme partners where necessary to administer a programme or event;
- Mentors, programme coordinators or administrators where necessary for programme delivery
- Professional advisers where reasonably necessary
- Public authorities or regulators where required by law or
- Other parties where you have provided appropriate consent.

Where we use third-party service providers to process personal information on our behalf, we will take reasonable steps to ensure that appropriate contractual and security safeguards are in place.

9. INTERNATIONAL DATA TRANSFERS

Some of the technology and service providers used by WiSK may process or store information outside Kenya.

Where personal information is transferred outside Kenya, WiSK will take appropriate steps to ensure that the transfer is carried out in accordance with applicable data protection requirements and that appropriate safeguards are in place.

Kenya's data protection framework places requirements on transfers of personal data outside Kenya, including appropriate safeguards or consent in applicable circumstances.

10. COOKIES AND WEBSITE TECHNOLOGIES

Our website may use cookies or similar technologies to:

- Enable essential website functionality;
- Improve website performance;
- Understand how visitors use our website;

- Remember preferences; and
- Support website security.

Where required, we will provide appropriate information and choices concerning non-essential cookies.

You may also be able to control cookies through your browser settings.

11. DATA SECURITY

WiSK takes reasonable organisational, technical and administrative measures to protect personal information against:

- Unauthorised access;
- Loss;
- Misuse;
- Unauthorised disclosure;
- Alteration; and
- Destruction.

However, no electronic transmission or storage system can be guaranteed to be completely secure. Users should therefore also take reasonable steps to protect their own accounts, passwords and devices.

12. DATA RETENTION

We retain personal information only for as long as reasonably necessary for the purpose for which it was collected, or for as long as required or permitted by applicable law.

The appropriate retention period may depend on:

- The nature of the information
- The purpose for which it was collected
- Whether you remain a member or programme participant
- Legal or regulatory requirements
- Accounting or reporting requirements
- Legitimate organisational needs and
- The need to establish, exercise or defend legal claims.

The Kenya Data Protection framework requires organisations to establish appropriate data retention practices and policies.

13. YOUR DATA PROTECTION RIGHTS

Subject to applicable law, you may have rights including the right to:

- Be informed about how your personal information is used
- Request access to your personal information
- Request correction of inaccurate, incomplete or misleading information
- Object to certain processing
- Request deletion or erasure of personal information where legally applicable

- Request restriction of processing in applicable circumstances
- Request portability of your personal information where applicable; and
- Withdraw consent where processing is based on consent.

The Office of the Data Protection Commissioner identifies rights including information, access, objection, correction and deletion, while the broader regulatory framework also recognises additional rights such as portability and restriction.

To exercise your rights, contact:

Email: info@womeninspace.ke

Subject: Data Protection Request

We may need to verify your identity before responding to a request.

14. COMPLAINTS

If you have a concern about how WiSK has handled your personal information, we encourage you to contact us first so that we can investigate and address the concern.

You may contact:

Women in Space Kenya

Email: info@womeninspace.ke

15. THIRD-PARTY WEBSITES

Our website may contain links to websites, platforms or services operated by third parties.

WiSK is not responsible for the privacy practices, content or security of third-party websites. We encourage you to review the privacy policies of those websites before providing personal information.

16. CHANGES TO THIS PRIVACY POLICY

We may update this Privacy Policy periodically to reflect changes in our activities, technology, legal requirements or data protection practices.

The updated version will be published on our website with the revised **"Last Updated"** date. Where required, we will provide additional notice of material changes.

17. CONTACT US

If you have questions about this Privacy Policy or how WiSK handles personal information, please contact us.

Women in Space Kenya (WiSK)
Email: info@womeninspace.ke
Website: https://womeninspace.ke/
Address: 86165 -00200, Nairobi

Effective Date: 25th March 2025
Last Updated: 1st September 2026