

Privacy Policy

Kenya National Forest Landscapes Restoration Knowledge Management System

Introduction

The Kenya National Forest Landscapes Restoration Knowledge Management System (KNFLR-KMS) is maintained by the Kenya Forestry Research Institute (KEFRI). This privacy policy explains how we collect, use, and protect your personal information when you use our system. Your privacy is of utmost importance to us, and we are committed to safeguarding it.

Information We Collect

We may collect the following types of information:

1. Personal Information
 - Name
 - Contact details (email address, phone number, physical address)
 - Professional affiliation and role
2. Usage Data
 - IP address
 - Browser type and version
 - Pages visited
 - Time and date of visit
 - Time spent on each page
 - Referring website addresses
3. Submitted Content
 - Research data
 - Publications
 - Multimedia files
 - Metadata related to submitted content

How We Use Your Information

We use the information we collect for the following purposes:

1. System Administration
 - Managing and maintaining the KNFLR-KMS
 - Ensuring system security and integrity
2. User Support
 - Responding to inquiries and providing technical support

- Communicating updates and system notifications
3. Research and Analysis
 - Analyzing usage patterns to improve the system
 - Generating anonymized statistical data for reporting
 4. Content Management
 - Facilitating the submission, review, and publication of research content
 - Ensuring proper attribution of submitted work

Data Sharing and Disclosure

We do not sell or rent your personal information to third parties. We may share your information with:

1. Service Providers
 - Third-party vendors who assist us in maintaining and operating the system. These vendors are contractually obligated to protect your information.
2. Legal Requirements
 - If required by law or in response to valid legal processes, we may disclose your information to relevant authorities.
3. Consent
 - With your explicit consent, we may share your information for specific purposes not outlined in this policy.

Data Security

We implement appropriate technical and organizational measures to protect your personal information from unauthorized access, alteration, disclosure, or destruction. These measures include:

- Encryption of data in transit and at rest
- Regular security assessments and audits
- Access controls and authentication mechanisms

Data Retention

We retain your personal information for as long as necessary to fulfill the purposes outlined in this privacy policy unless a longer retention period is required or permitted by law.

Your Rights

You have the following rights concerning your personal information:

1. Access
 - You can request a copy of the personal information we hold about you.

2. Correction
 - You can request that we correct any inaccuracies in your personal information.
3. Deletion
 - You can request that we delete your personal information, subject to legal and contractual obligations.
4. Restriction
 - You can request that we restrict the processing of your personal information under certain conditions.
5. Objection
 - You can object to the processing of your personal information for specific purposes.
6. Data Portability
 - You can request a copy of your personal information in a structured, commonly used, and machine -readable format.

Changes to This Privacy Policy

We may update this privacy policy from time to time to reflect changes in our practices or legal requirements. We will notify you of any significant changes by posting the new policy on our system and updating the effective date at the top of this document.

Contact Us

If you have any questions or concerns about this privacy policy or our data practices, please contact us at:

Kenya Forestry Research Institute (KEFRI)
P.O. Box 20412-00200, Nairobi, Kenya
Email: director@kefri.org

By using the Kenya National Forest Landscapes Restoration Knowledge Management System, you agree to the terms of this privacy policy.