



**Afghan WOMEN Coordination  
&  
Promotion Organization  
AWCPO**

**Privacy Notice**

د افغانستان ميرمنو د همغږي او پرمختيا موسسه

## **Privacy Notice**

## **Afghan Women Coordination and Promotion Organization privacy notice**

This privacy notice tells you what to expect us to do with your personal information.

### **What information we collect, use, and why**

We collect or use the following information to provide services and goods, including delivery and third-party referrals:

- Names and contact details
- Gender
- Addresses
- Date of birth
- Emergency contact details
- Next of kin details
- Health information (including medical conditions, test results, allergies, medical requirements and medical history)
- Information about care needs (including disabilities, home conditions, dietary requirements and general care provisions)
- Information about work, home and living conditions
- Information about support requirements
- Information about income and financial needs for funding or personal budget support
- Information relating to compliments or complaints

We also collect or use the following information to provide services and goods, including delivery

and third-party referrals:

- Biometric information (where used to identify someone)
- Health information

We collect or use the following information to receive donations or funding and organize fundraising activities:

- Names and contact details
- Addresses
- Donation history

We collect or use the following personal information for recruitment purposes:

- Contact details (name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (job application, employment references or secondary employment)
- Education history (qualifications)
- Right to work information
- Details of any criminal convictions (Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Security clearance details (basic checks and higher security clearance)

We collect or use the following personal information for dealing with queries, complaints or claims:

- Names and contact details
- Address
- Witness statements and contact details
- Relevant information from previous investigations

- Customer or client accounts and records
- Financial transaction information

## **Lawful bases and data protection rights**

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to provide services and goods, including delivery and third-party referrals are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Vital interests – collecting or using the information is needed when someone’s physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.

Our lawful bases for collecting or using personal information to receive donations or funding and organize fundraising activities are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Vital interests – collecting or using the information is needed when someone’s physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.

Our lawful bases for collecting or using personal information for recruitment purposes are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for dealing with queries, complaints or claims are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

## **Where we get personal information from**

- Directly from you
- Family members or carers

## **How long we keep information**

We retain data as long as the project is running.

## **Who we share information with**

AWCPO will only share information under following circumstances:

- Either the organization has reached a formal agreement with the asking party or the organization receives a governmental request (ordered by the court of law) via official means and believes it to be lawful.

- The transfer is required in order to identify, stop, look into, or prosecute a criminal offense or a breach of AWCPO's rules and regulations.
- The transfer does not unduly interfere with an individual's basic rights.
- The transfer will be restricted to the personal data strictly necessary to meet the purpose.
- The transfer could significantly aid the requesting party in the pursuit of these purposes.
- The transfer will happen after the receipt of written approval from the donor entity.
  
- AWCPO mostly acts as data processor collecting and processing data as per the standards and guidance of donor entities.
  
- At the moment the organization does not have a C2P relation with any organization.

## **How to complain**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us.

Helpline number: 0202503002, 785517080

House#13,2<sup>nd</sup> street, Kart-e-see, Dar-ul-Aman Road, Kabul

[info@awcpo.org.af](mailto:info@awcpo.org.af).

[complaint@awcpo.org.af](mailto:complaint@awcpo.org.af)

Website: [Home - Afghan Women Coordination & Promotion Organization - AWCPO](#)