



# ALLIED RESOURCE CENTER LIMITED (ARCOIRED)

## PRIVACY POLICY

### Introduction

At the Allied Resource Center Limited (“ARCOIRED”), we respect the privacy of our users. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website (<https://arcoired.org>), including any other media form, media channel, mobile website, or mobile application related or connected thereto (collectively, the “Site”). Please read this Privacy Policy carefully. If you do not agree with the Terms of this Privacy Policy, please do not access the Site. ([http://kenyalaw.org/kl/fileadmin/pdfdownloads/Acts/2019/TheDataProtectionAct\\_\\_No24of2019.pdf](http://kenyalaw.org/kl/fileadmin/pdfdownloads/Acts/2019/TheDataProtectionAct__No24of2019.pdf).)

### Information We Collect

We may collect information about you in a variety of ways. The information we may collect on the Site includes:

#### ***Personal Data***

Personally identifiable information, such as your name, shipping address, email address, telephone number, and demographic information, including your age, gender, hometown, and interests, that you voluntarily give to us when you register with the Site or when you choose to participate in various activities related to the Site, such as online chat and message boards.

#### ***Derivative Data***

Information our servers automatically collect when you access the Site, such as your IP address, your browser type, your operating system, your access times, and the pages you have viewed directly before and after accessing the Site.



## Use of Your Information

Having accurate information about you permits us to provide you with a smooth, efficient, and customized experience. Specifically, we may use information collected about you via the Site to:

- i. Create and manage your account.
- ii. Email you regarding your account or order.
- iii. Fulfill and manage purchases, orders, payments, and other transactions related to the Site.
- iv. Generate a personal profile about you to make future visits to the Site more personalized.
- v. Increase the efficiency and operation of the Site.
- vi. Monitor and analyze usage and trends to improve your experience with the Site.

## Disclosure of Your Information

We may share information we have collected about you in certain situations. Your information may be disclosed as follows:

- i. By Law or to Protect Rights

If we believe the release of information about you is necessary to respond to legal process, to investigate or remedy potential violations of our policies, or to protect the rights, property, and safety of others, we may share your information as permitted or required by any applicable law, rule, or regulation.

- ii. Third-Party Service Providers

We may share your information with third parties that perform services for us or on our behalf, including payment processing, data analysis, email delivery, hosting services, customer service, and marketing assistance.

## Security of Your Information

We use administrative, technical, and physical security measures to help protect your personal information. While we have taken reasonable steps to secure the personal information you provide to us, please be aware that despite our efforts, no security measures are perfect or impenetrable,



and no method of data transmission can be guaranteed against any interception or other type of misuse.

## Policy for Children

We do not knowingly solicit information from or market to underage children. If we learn that we have collected personal information from an underage child without verification of parental consent, we will delete that information as quickly as possible.

### ***Acceptable Email Use Policy Template***

Use of email by employees of Allied Resource Center Limited (“ARCOIRED”) is permitted and encouraged where such use supports the goals and objectives of the business.

However, Allied Resource Center Limited (“ARCOIRED”) has a policy for the use of email whereby the employee must ensure that they:

- comply with current legislation.
- use email in an acceptable way.
- do not create unnecessary business risk to the company by their misuse of the internet.

## Unacceptable Behavior

The following behavior by an employee is considered unacceptable:

- use of company communications systems to set up personal businesses or send chain letters.
- forwarding of company confidential messages to external locations
- distributing, disseminating, or storing images, text, or materials that might be considered indecent, pornographic, obscene, or illegal.
- distributing, disseminating, or storing images, text, or materials that might be considered discriminatory, offensive, or abusive in that the context is a personal attack, sexist or racist, or might be considered harassment.
- accessing copyrighted information in a way that violates the copyright.



- breaking into the company's or another organization's system or unauthorized use of a password/mailbox
- broadcasting unsolicited personal views on social, political, religious, or other non-business-related matters
- transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources.
- introducing any form of computer virus or malware into the corporate network

## Monitoring

Allied Resource Center Limited ("ARCOIRED") accepts that the use of email is a valuable business tool. However, misuse of this service can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the company's email resources are provided for business purposes. Therefore, the company maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, the company also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with employees.

## Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the company's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record. (These procedures will be specific to your business. They should reflect your normal operational and disciplinary processes. You should establish them from the outset and include them in your acceptable use policy.)



## Agreement

All company employees, contractors, or temporary staff who have been granted the right to use the company's email services are required to sign this agreement confirming their understanding and acceptance of this policy.

