



Mulembe Youth Group Association Privacy Policy

Last updated: 30/9/2025

We, Mulembe Youth Group Association values the privacy of all its members. This Privacy Policy outlines how we collect, use, store, and share members' personal and financial information.

1. Information We Collect

We collect and store the following types of information from members:

- Full Name
- Contact details (phone number, email)
- Current residence, home address.
- Membership number/ID, passport Size Photo.
- Next of Kin Name, Phone Number, relationship type.
- Contributions, savings and withdrawals records
- Loan applications and repayments
- Participation in projects and trainings
- Group photos for the purpose of activity documentation and promotional campaigns.

2. How We Use Member Information

Member information is used only for:

- Recording and tracking contributions, loans, and savings
- Managing group income-generating projects
- Communicating with members about group activities
- Creating posters for social media campaign and awareness (Photos only)
- Complying with legal or regulatory requirements

3. Information Sharing

- We **do not sell or share** member information with third parties.
- Information may only be shared with external auditors, regulators, or banks **when necessary and approved by the committee.**

4. Access and Confidentiality

Access to member information is strictly limited as follows:

- **Treasurer & Chairperson:** Full access to all member financial and personal records.



1. Individual personal savings balances
 2. Deposit history (individual level)
 3. Loan applications and repayment details
 4. Bank account or mobile money information
 5. Any financial assistance requests.
- **Secretary:** Access to contact details and membership records.
 1. Contribution Status for Group monthly contributions (Amount Shared unless agreed by the members)
 2. Attendance and participation records (For Planning and accountability)
 3. Member List
 - **Committee Members:** Access to summary reports (totals of savings, loans, or income projects) without individual member balances unless required for decision-making.
 - **Ordinary Members:** May only access **their own records** and general group performance summaries.
 1. Total Group Savings – To promote group motivation and Trust.
 2. Summary Financial reports – No individual names or amounts.
 3. Group Expenses – Comprehensive report to promote accountability.
 4. Group budget & financial plans – For the members to understand how funds are used.

5. Data Storage and Security

- Member information soft copies are stored in a secure Google Sheets system with password protection.
- Only authorized committee members are given access.
- Records are regularly backed up to prevent loss.
- Hard copies are stored in group files in custody of treasurer.

6. Member Rights

Members have the right to:

- Request a copy of their personal financial records.
- Request correction of inaccurate information.
- Raise concerns on data privacy to the committee.



7. Review of Policy

This policy will be reviewed annually by the committee to ensure it remains relevant and effective.

8. Member Consent & Privacy

- Members must consent in writing if they want their personal and financial information shared publicly.
- The Treasurer will never disclose individual financial details and personal data without permission.
- Any breach of this policy may lead to disciplinary action by the group leadership.

9. Sign-Off

To ensure understanding and agreement, each member will review and sign this policy.

I, the undersigned, confirm that I have read and understood the **Mulembe Youth Group Association Privacy Policy** and agree to the use of my information as outlined above.

Name:

Membership No.:

Signature:

Date:

