

## **10X: ENABLING GROWTH OF MSMEs THROUGH THE DIGITAL ECONOMY PROGRAM**

### **Consent to Collection, Processing and Transfer of Personal and Enterprise Level Data**

Outbox (U) Limited (“we”, or “us” is committed to improving its programs and ensuring that they have a positive impact on program participants. To achieve this, we collect and analyse or avail for analysis data about or relating to our program partners and sub-partners. At the same time, we value your privacy, and we are committed to protecting your personal and commercial information. This consent form explains how we will collect, use, store, process, share and transfer information related to your company (“enterprise level data”), employees and other individuals (“personal data”) affiliated with or working for your company in connection with the Program (collectively, the “Data”).

The Data which is the subject of this consent form is that which we are required to collect, process and or disclose to us, Mastercard Foundation and other third parties as part of the Program as described below.

**Program Name:** 10X: Enabling growth of MSMEs through the digital economy

**Data Collector:** Outbox (U) Limited of 3rd Floor, Kalooli Lwanga Tower, Plot 83 & 85, Ntinda Road Kampala, Uganda – +256 (0) 392 000 152; [info@outbox.africa](mailto:info@outbox.africa)

#### **1. The purpose of collection and processing**

We process your Data to make analysis on the progress of the Program and improve the Program and learn from the data you have collected, including monitoring and evaluating the effectiveness of the Program and to learn how to improve it for future participants.

#### **2. What data do we process?**

We may call upon you to submit to us for processing and or third party disclosure some or all of the following Data, in so far as it relates to your participation in the Program as our partner / supplier:

No.	Category of Data	Indicate whichever applies*
1.	Name of company / enterprise	
2.	Enterprise contact information i.e., location, physical and email addresses, telephone numbers, etc.	
3.	Category of enterprise (whether micro, small, medium or large enterprise)	
4.	Names, addresses, dates of birth, age, gender, contact information, passport / National ID numbers of your shareholders and directors	
5.	Names, addresses, dates of birth, age, gender and contact information, passport / National ID numbers etc. of employees and consultants you have assigned to the Program	
6.	Contact information i.e., location, physical and email addresses, telephone numbers, etc. of sub-partners engaged by the enterprise	
7.	Names, addresses, dates of birth, age, gender and contact information of employees and consultants of sub-partners you have engaged	
8.	Information related to Program participants, including contact information, age, addresses, identification numbers, number of youth in work, refugees, internally displaced persons, etc.	
9.	Financial information i.e., bank account details, tax identification number etc.	
10.	Other business, technical, market, financial and commercial information of the enterprise	

*\*Tick as appropriate*

### 3. What is the legal basis for processing the Data?

We process your Data within the framework of the applicable legislation, and taking into full account your commercial interests and the fundamental rights of the data subjects, being those of your employees involved in delivering the Program on your behalf.

### 4. Who will the Data be shared with?

We may share the Data with following parties, for the purposes indicated:

No.	Name of organisation	Address and contact details of organisation	Purpose of disclosure
1.	Mastercard Foundation	Mastercard Foundation Office (Twed Heights - Muwafu Road), Kampala	Monitor compliance with Program requirements by partner organisations
2.	Vanguard Research and Advisory Services Limited	Ssuuna II Road, Ntinda, Kampala	Undertake Program impact monitoring and evaluation works
3.	Deloitte Canada	Toronto, Canada	Ingest, store and process the data at the direction of the Foundation
4.	Our professional advisors	Varied, depending on the institution	Seeking legal, audit and other advice in relation to the Program
	Government authorities	Varied, depending on requesting institution	Compliance with legal requirements and obligations
5.	Other ( <i>please specify</i> )		

## 5. Your rights

You have the following rights regarding the Data:

- (a) **Right of access:** You have the right to request a copy of the Data we hold about your enterprise and or your employees.
- (b) **Right to rectification:** You have the right to ask us to correct any inaccuracies in the Data we hold.
- (c) **Right to erasure:** You have the right to ask us to delete any aspect of the Data.
- (d) **Right to restriction of processing:** You have the right to ask us to restrict the processing of the Data.

- (e) **Right to object to processing:** You have the right to object to the processing of the Data.
- (f) **Right to data portability.** You have the right to request that the Data be transferred to another organisation.
- (g) **Right to withdraw consent.** You have the right to withdraw your consent to share the Data at any time. Should any of your employees wish to withdraw your consent, please by sending an email to [zulu@outbox.africa](mailto:zulu@outbox.africa) or calling us at +256 (0) 392 000 152.

6. Your declarations

This consent is freely given with full understanding of the purpose of data collection, processing and transfer.

- 7. No compensation will be due to us or our employees / consultants involved with the Program for the disclosure and or transfer of the Data.
- 8. We warrant and represent that all aspects of the Data which may be used to identify a natural person was collected, held, processed, disclosed and transfer authorized by us in accordance with applicable legal requirements.
- 9. We agree to release and hold harmless all the entities to whom the Data will be disclosed from any claims, damages or expenses resulting from the use of the Data for the purposes of the Program.
- 10. All the rights, protections and permissions we have granted in terms of this release letter shall continue for as long as the Program requirements so stipulate.
- 11. If you have any questions or wish to exercise your rights, please contact us using the contact details provided above.

The undersigned signatory executing this authorization certifies that he/she has authority to act on behalf of the Company.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

In the presence of:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_