

# Privacy Policy for the NDC Scorecard Tool

**Effective Date: 10/11/2024**

The NDC Scorecard is committed to protecting your privacy and ensuring the confidentiality and security of your personal data. This Privacy Policy explains how we collect, use, and protect your information while using the NDC Scorecard tool.

## 1. Information We Collect

### Personal Information:

- Name
- Email address
- Organization or affiliation
- Login credentials (e.g., username and password)

### Usage Data:

- Actions performed within the tool
- Data entered into the scorecard
- Time and frequency of access
- IP address and device/browser information

### Assessment Data:

Responses to questions in the scorecard  
Generated scores and related insights

## 2. How We Use Your Information

We use your information solely for the purpose of providing and improving the NDC Scorecard tool. Specifically, we use your data to:

- ✓ Facilitate secure access to the tool.
- ✓ Process and analyze assessment responses.
- ✓ Generate scores, visualizations, and reports.
- ✓ Improve system functionality and user experience.
- ✓ Provide technical support and resolve issues.
- ✓ Ensure compliance with system security protocols.

## 3. Data Sharing and Disclosure

We respect the confidentiality of your data and will not sell, rent, or share your information with third parties, except under the following circumstances:

### With Your Consent:

We may share your information with third parties when you explicitly provide consent.

### Legal Obligations:

We may disclose data if required to comply with legal obligations, such as court orders or government regulations.

#### **Service Providers:**

We may share data with trusted service providers for system hosting, maintenance, or support, bound by strict confidentiality agreements.

## **4. Data Security**

We employ industry-standard measures to protect your data, including:

#### **Secure Authentication:**

Only logged-in users can access the tool, ensuring user accountability.

#### **Data Encryption:**

All sensitive information is encrypted during storage and transmission.

#### **Regular Audits:**

We regularly review and enhance our security practices to address emerging threats.

#### **Access Control:**

Only authorized personnel have access to user data for administrative purposes.

## **5. Your Rights**

As a user of the NDC Scorecard, you have the following rights:

- ✓ **Access Your Data:** Request a copy of the data we hold about you.
- ✓ **Update Your Information:** Correct any inaccuracies in your personal data.
- ✓ **Delete Your Data:** Request that your data be permanently deleted.
- ✓ **Restrict Processing:** Limit how your data is used.
- ✓ **Withdraw Consent:** If processing is based on consent, you can withdraw it at any time.

To exercise these rights, contact us at [scorecard@agnesafrika.org](mailto:scorecard@agnesafrika.org)

## **6. Data Retention**

We retain your data for as long as necessary to fulfill the purposes outlined in this Privacy Policy or as required by law. Once the data is no longer needed, it is securely deleted or anonymized.

## **7. Third-Party Links**

The NDC Scorecard may contain links to third-party websites. We are not responsible for the privacy practices or content of these external sites. We recommend reviewing their privacy policies before providing any personal information.

## **8. Updates to This Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or for legal and regulatory reasons. Users will be notified of significant updates via email or through the tool interface.

## **9. Contact Us**

If you have any questions or concerns about this Privacy Policy or how your data is handled, please contact us at:

Email: [scorecard@agnesafrika.org](mailto:scorecard@agnesafrika.org)

Your privacy is of utmost importance to us. We are committed to maintaining the highest standards of confidentiality and transparency in handling your data.