



INSTITUTION OF ENGINEERS RWANDA

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Data Protection Policy of the Institution of Engineers Rwanda (IER)

1. Introduction

The Constitution of the Republic of Rwanda states in its article 23 that “Respect for privacy of a person correspondence shall not be subjected to arbitrary interference and Confidentiality of correspondence and communication shall not be breached except in circumstances and in accordance with procedures determined by the law.

In the same spirit, the Law N° 058/2021 of 13/10/2021 Relating to the protection of Personal data and privacy in Rwanda, provides in its article One the process of how to protect personal data and privacy. Article 29 of this law mandates whoever intends to assume roles as Data Controllers or Data Processors must register with the supervisory authority.

The Institution of Engineers Rwanda (IER) began its journey in 2008 as a learned society dedicated to advancing the engineering profession. Its primary objective is to foster the growth and application of engineering services and best practices for the sustainable development of Rwanda.

Aligned with the government's vision to promote science and technology for national development, IER aims to enhance the quality and efficiency of engineering services. The Law No. 26/2012 on 29th June 2012 established IER and provided the necessary structure to fulfill IER's objectives and served as a platform to coordinate engineering services and activities nationally, regionally within the East African Community, and globally.

As an institution at the forefront of advancing engineering and sustainable development in Rwanda, IER places paramount importance on data privacy and security.

In alignment with this commitment, This Data Policy outlines comprehensive principles and practices governing data collection, processing, and protection. This highlights the critical need for robust data protection policies within organizations like IER, ensuring compliance while upholding individuals' privacy rights.

2. Necessity of having a Data Policy within IER

Having a data policy within the Institution is necessary for several reasons:

- i) **Protecting sensitive Information:** A data policy helps regulate and secure the data collected and stored by the institution, ensuring that sensitive information such as personal data, financial records, and intellectual property are protected from unauthorized access, theft, or misuse.
- ii) **Compliance with regulations:** Rwanda has strict regulations governing how data is collected, stored, and used. A data policy helps ensure that the institution is compliant with these regulations, reducing the risk of fines, penalties, or legal action.
- iii) **Establishing responsibility and accountability:** A data policy outlines the responsibilities and expectations of engineers and stakeholders regarding data privacy and security. It helps establish accountability and ensures that everyone within the institution is aware of their role in protecting data.
- iv) **Building trust with stakeholders:** By having a clear and transparent data policy in place, institutions can build trust with customers, investors, and partners. A strong data policy shows that the institution takes data privacy and security seriously, which can enhance its reputation and credibility.
- v) **Managing data effectively:** A data policy helps streamline data management processes within the institution, ensuring that data is collected, stored, and used in a consistent and efficient manner. This can help improve data quality, reduce data redundancy, and enhance decision-making processes.

3. Scope

Overall, the scope of data policy within the Institution of Engineers Rwanda would encompass all aspects of data management, security, and privacy to ensure that data is handled responsibly and ethically. It aims to protect sensitive information, minimize risks of data breaches, and build trust with members and stakeholders.

This policy governs all data collected, processed, and stored within Rwanda's jurisdiction, encompassing information obtained through our website, online platforms, and other interactions.

4. Data Collection

The IER collects various types of data from its members and stakeholders to effectively manage its operations and provide services. Among those data are:

- i) **Personal information:** this includes names, addresses, contact details such as phone number and email address, date of birth, gender, and nationality. This information is typically collected to maintain records of members, communicate with them, and verify their identities.
- ii) **Professional information:** This includes professional certification, education level, work experience, and area of expertise. This information helps the institution understand the expertise and interests of its members as well as tailor services and resources to meet their needs.
- iii) **Membership information:** This includes details about membership status, membership type, membership history, dues payments, and membership preferences. Collecting this information allows the institution to manage memberships, provide member benefits, and communicate membership-related updates and opportunities.
- iv) **Professional development and training:** The Institution collects data on professional development activities, training courses attended, certification obtained, and continuing education credits earned by members. This information helps the institution assess the professional development needed by its members and provide relevant training opportunities.
- v) **Event attendance and participation:** This data includes information about events attended by members and stakeholders, such as conferences, seminars, workshops, and networking events. It helps the institution track attendance, evaluate the popularity of events, and collect feedback for future event planning.

1. User-Provided Information

- Personal details such as name, address, email, and telephone number.
- Educational and professional background.
- Licensure and certification information.
- Demographic data relevant to membership categories.
- Technical and professional interests.
- Registration information for events and activities.

2. Automatically Collected Information

- IP addresses
- Browser and operating system specifics
- Internet service provider details



- Device attributes
- Website usage patterns.

5. Guideline Documents

IER operates in accordance with the following Regulations:

1. **Law N° 26/2012 of 29/06/2012 governing the professions of architecture, and engineering, and establishing the Institute of Architects and the Institute of Engineers in Rwanda:** This Law governs the professions of engineering and establishes all requirements to be adhered to by the members of the institution.
2. **Internal Rules and Regulations of the Institution:** These Rules and Regulations determine the organization, functioning, and powers of the organs of the Institution of Engineers Rwanda. They also set up the terms and requirements of the profession and the conditions and procedures for practicing the profession of Engineering.
3. **Code of Ethics:** Members and staff of IER adhere to the Code of Ethics, upholding professionalism, integrity, and accountability in all activities.
4. **IER Equity, Diversity, and Inclusion Policy:** IER recognizes respects and values having members with diverse backgrounds within its workforce as an asset and key resource in enhancing and maximizing performance to effectively meet the diverse needs of its service users within its vision. IER also recognizes that passive policies and market forces when left alone do not usually provide equality and encourage diversity in the provision of services that are tailored to people's actual needs while at the same time ensuring fairness.
5. **Data Protection Policy:** IER maintains a Data Protection Policy to ensure the lawful and ethical processing of data in compliance with applicable laws and regulations.
6. **Confidentiality Agreements:** IER respects the confidentiality of sensitive information obtained in the course of its operations and ensures that such information is only disclosed with proper authorization.
7. **Professional Standards:** IER promotes adherence to internationally recognized professional standards and best practices within the engineering profession.

6. Data Usage

IER as a professional engineering organization, often handles a wide range of data related to their members, events, publications, certification programs, and other activities. Some data usage which are common within the Institution of Engineers includes but not limited to:

- i) **Membership data:** IER collect and manage membership data, including personal identification and other information related to the profession.
- ii) **Publication data:** IER often publish journals, magazines, reports, and other publications related to various engineering disciplines. Publication data includes author information, article submissions, peer reviews, editorial decisions, publication history and other related details. This data is used for editorial processes, content management, and dissemination of knowledge within the engineering community.
- iii) **Professional development data:** IER provide resources, training, mentorship, and networking opportunities to support the professional development of the members. Professional development data includes training records, certifications, career profiles, job postings, mentorship connections, and skills assessments.
- iv) **Research and Innovation data:** IER engages in research projects, innovation initiatives, collaboration with industry partners, or technology transfer activities. Research and innovation data includes project information, research findings, patents, intellectual property rights, and innovation outcomes. This data is used to advance knowledge, promote innovation, and support industry partnerships.
- v) **Governance and Administration:** IER maintains governance and administration data related to Governing Council members, committees, bylaws, policies, elections, strategic planning, and organizational structure, meeting minutes, resolutions, governance documents, and leadership profiles. This data is used for organizational governance, decision-making, and compliance with legal and regulatory requirements.

7. Responsibilities of Data Protection Officers

In the context of the Institution of Engineers Rwanda, the responsibilities of the data collection officer, data processing officer, data protection officer, data protection and data hosting are as follows:



i. Data Collection office:

- It is responsible for collecting and gathering data related to various activities and operations of the institution, such as membership information, event registration, and financial transactions.
- Ensuring that data is collected in a timely and accurate manner, following established protocols and guidelines.
- Collaborating with other departments to identify data needs and requirements.

ii. Data Processing office:

- Responsible for processing and organizing the collected data into a usable format for analysis and reporting;
- Conducting data cleaning and validation to ensure data accuracy and consistency;
- Collaborating with data analysts and other stakeholders to help interpret and analyze data to inform decision-making.

iii. Data Protection office

The data protection office has the following responsibilities

- Ensuring compliance with data protection laws and regulations;
- Developing and implementing data protection policies and procedures to safeguard sensitive information;
- Monitoring and assessing data breaches or security incidents, and taking appropriate measures to address and mitigate risks.

iv. Data Hosting office

The data hosting office is responsible for:

- Overseeing the storage and management of data within the Institution's IT infrastructure or cloud services;
- Ensuring data security access controls are in place to protect data from unauthorized access or breaches.
- Monitoring and maintaining the hosting environment to ensure data availability, reliability, and performance.

Overall, these roles work together and can be done by one office to ensure that data within the Institution of Engineers Rwanda is collected, processed, protected, and hosted in a secure and effective manner, aligning with the organization's goals and regulatory requirements.

8. Data Sharing and Disclosure

IER may share data under the following circumstances:

- With organizational entities for operational purposes.
- With third-party service providers assisting in IER operations.
- In response to legal requests or investigations.
- With user consent for specific purposes.

i. Data Protection Measures

IER implements robust data management and security protocols to safeguard collected information. These measures include encryption, access controls, and regular security assessments, user authentication, data minimization, Regular security audits, Employee training, incident response plan, compliance monitoring, and data backup and recovery.

By following these data protection and security measures guidelines, IER shall mitigate the risks of data breaches, safeguard sensitive information, and demonstrate a commitment to maintaining the confidentiality and integrity of data.

ii. Data Governance

Within IER, Data governance shall play a crucial role in ensuring the effective management, security, and ethical use of data. This shall include Data quality management, Data classification and sensitivity, Data ownership, Data privacy and security, Data sharing and communication, Data retention and disposal, training and awareness, and Data governance oversight.

iii. Data Hosting

All IER website domains are hosted in Rwanda and all Data shall be hosted in a secure, organized, and compliant manner, supporting the Institution's operations and data management needs while safeguarding sensitive information.

iv. Cookies and Similar Technologies

IER uses cookies to enhance user experience and gather statistical data for website improvement. Users can manage cookie preferences through their web browser settings.

v. Rights Regarding User Data

Rights regarding user data refer to the legal rights that individuals have over their personal information, especially in the context of data protection and privacy regulations. These rights empower users to control how their data is collected, processed, stored, and shared by the Institution that holds their information.



In accordance with data protection laws, you have the following rights:

- Right to access your personal data
- Right to rectification of inaccurate/incomplete data
- Right to erasure/deletion of data
- Right to object to or restrict processing
- Right to lodge a complaint with the Data Protection Office
- Rights related to Automated Decision making;

IER ensures data is:

- Processed lawfully, fairly and transparently
- Collected for legitimate purposes
- Adequate, relevant and limited
- Accurate and kept up-to-date
- Stored no longer than necessary
- Processed in accordance with data subject rights

9. Access Control System

IER shall put an access control system to automate the management of user permission and access to data. The system must enforce authentication, authorization, and role-based access control to prevent an authorized user from accessing sensitive information.

The members and other stakeholders shall have the right to approve the requested automated information on the front end of their tools only by accepting or rejecting the request. However, for the purpose of running the institution, the right of rejection shall need another window for justification.

10. Conclusion

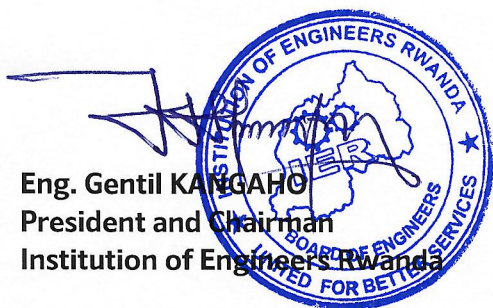
The Institution of Engineers Rwanda is committed to protecting the privacy and security of data processed on behalf of its members, employees, and stakeholders. By adhering to the principles outlined in this Data Policy, IER ensures compliance with legal requirements, upholds professional standards, and maintains trust with its constituents.

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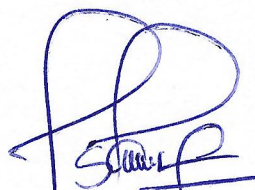
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