

Annexure "A"

	Source	Description of personal data to be collected or processed	Purpose of collection	Persons or bodies to whom it may be disclosed and purpose
1.	Merchants	<b>Identifiers</b> <ul style="list-style-type: none"> <li>• Company Name</li> <li>• Date of incorporation</li> <li>• Registration Number</li> <li>• Company Form 20</li> <li>• Company Form 18</li> <li>• Director's names</li> <li>• Directors IDs</li> <li>• Physical and postal address;</li> <li>• E-mail address;</li> <li>• Phone numbers;</li> <li>• TIN</li> <li>• Bank details including name of bank, branch, account name, account number.</li> <li>• Social media profiles and handles</li> </ul>	<ul style="list-style-type: none"> <li>• Record keeping for each merchant's profile to enable communication with and location of the merchant</li> <li>• Social media information is collected for marketing purposes</li> <li>• Bank account details for remittance of the merchant's funds</li> </ul>	<ul style="list-style-type: none"> <li>• URA for remittance of VAT and withholding tax</li> <li>• The merchant's bank account details are given to banks to process the merchant's payments.</li> </ul>
		<b>commercial information</b> <ul style="list-style-type: none"> <li>• Information relating to the merchant's products</li> <li>• Website links</li> </ul>	<ul style="list-style-type: none"> <li>• Information is collected to understand the merchant's product and reach a billing arrangement</li> <li>• Website links are collected for accessibility to customers to enable</li> </ul>	<p>The commercial information collected from merchants is shared with customers for marketing purposes</p>

	Source	Description of personal data to be collected or processed	Purpose of collection	Persons or bodies to whom it may be disclosed and purpose
			them order for products and services	
		<b>Internet or similar network activity</b>	It is used to do ongoing fraud checks on the transactions from the merchant e.g location of the user versus the location of the payment card used.	<ul style="list-style-type: none"> <li>• Technical team</li> <li>• Police</li> </ul>
		<b>Geolocation data</b>	Location of the user versus the location of the payment card used.	<ul style="list-style-type: none"> <li>• Technical team</li> </ul>
2.	Customers	<b>Identifiers</b> <ul style="list-style-type: none"> <li>• name</li> <li>• nationality</li> <li>• age</li> <li>• physical and postal address</li> <li>• e-mail address</li> <li>• telephone contact</li> <li>• unique personal or online identifier</li> <li>• bank account details</li> <li>• national identification number</li> </ul>	<ul style="list-style-type: none"> <li>• Information is collected to enable the company identify the customer and confirm billing details</li> <li>• The information is also collected to place orders for products and services required by the clients with the merchants</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant information may be shared with the merchants for purposes of purchase or booking of goods and services the customer is interested in obtaining</li> </ul>

	Source	Description of personal data to be collected or processed	Purpose of collection	Persons or bodies to whom it may be disclosed and purpose
		<b>Commercial information</b> <ul style="list-style-type: none"> <li>• Purchasing habits</li> </ul>	Information of purchasing habits is collected for marketing purposes	<ul style="list-style-type: none"> <li>• Marketing team</li> </ul>
		<b>Internet or similar network activity</b> <ul style="list-style-type: none"> <li>• Browsing history</li> <li>• Search history</li> <li>• Information regarding a data subject's interaction with a website, application or advertisement</li> <li>• Cookies</li> </ul>	Information is collected for marketing purposes.  Use for fraud checks on a transaction	<ul style="list-style-type: none"> <li>• Technical team</li> </ul>
		<b>Geolocation data</b>	Location of the user versus the location of the payment card used.	<ul style="list-style-type: none"> <li>• Technical team</li> </ul>
		<b>Inferences drawn from other personal data to create individual profiles</b>	It is used to do ongoing fraud checks on the transactions to protect the company.	<ul style="list-style-type: none"> <li>• Technical team</li> </ul>

	Source	Description of personal data to be collected or processed	Purpose of collection	Persons or bodies to whom it may be disclosed and purpose
		<b>Special personal data</b> <ul style="list-style-type: none"> <li>Financial information</li> </ul>	The customer's financial information is collected for purposes of billing and invoicing between the customer and the merchant	<ul style="list-style-type: none"> <li>Finance department</li> </ul>
3.	Employees	<b>Identifiers</b> <ul style="list-style-type: none"> <li>name</li> <li>nationality</li> <li>age</li> <li>marital status</li> <li>physical and postal address</li> <li>e-mail address</li> <li>telephone contact</li> <li>unique personal or online identifier</li> <li>bank account details</li> <li>national identification number</li> <li>driver's license or passport number</li> <li>TIN</li> <li>NSSF Number</li> </ul>	<ul style="list-style-type: none"> <li>On boarding of employees</li> <li>Record keeping</li> <li>Account details are collected for salary payment</li> <li>TIN number is required for remittance of PAYE to the URA</li> <li>NSSF number is required for remittance of the employee's social security contribution</li> </ul>	<ul style="list-style-type: none"> <li>Uganda Revenue Authority for remittance of PAYE</li> <li>National Social Security Fund for remittance of social security contributions</li> <li>The relevant bank to which the employee's salary is paid</li> <li>To be shared with Bank of Uganda for purposes of application for license under the National Payment Systems Act, 2020.</li> </ul>
		<b>Education Information</b>	<ul style="list-style-type: none"> <li>Information required for employee onboarding purposes</li> </ul>	<ul style="list-style-type: none"> <li>Human resources and management team for purposes of evaluation of the employee</li> </ul>

	Source	Description of personal data to be collected or processed	Purpose of collection	Persons or bodies to whom it may be disclosed and purpose
		<ul style="list-style-type: none"> <li>• Masters, Bachelors Degree or other tertiary institution certificate</li> <li>• Ordinary Level Certificate or its equivalent</li> <li>• Advanced Level Certificate of its Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Information required for evaluation of the employee's qualification for the specific job</li> </ul>	
		<p><b>Internet or similar network activity</b></p> <ul style="list-style-type: none"> <li>• Browsing history</li> <li>• Search history</li> <li>• Information regarding a data subject's interaction with a website, application or advertisement</li> </ul>	<p>Yes this is done, only for work devices. The purpose is to monitor the activity on the DPO system as part of IT Governance.</p>	<ul style="list-style-type: none"> <li>• Technical team</li> </ul>
		<p><b>Professional or employment related information</b></p> <ul style="list-style-type: none"> <li>• Performance evaluations</li> <li>• Disciplinary actions</li> </ul>	<ul style="list-style-type: none"> <li>• For purposes of assessing the employee's performance</li> <li>• Record keeping and evidentiary purposes</li> </ul>	<ul style="list-style-type: none"> <li>• To be shared with the company's management</li> <li>• To be shared with relevant judicial or quasi-judicial authority in the event of a dispute</li> </ul>

	Source	Description of personal data to be collected or processed	Purpose of collection	Persons or bodies to whom it may be disclosed and purpose
		<ul style="list-style-type: none"> <li>Professional association membership details</li> </ul>		
		<p><b>Special personal data</b></p> <ul style="list-style-type: none"> <li>Racial or ethnic origin</li> <li>Political opinion</li> <li>Religious or philosophical beliefs</li> <li>Political opinion</li> <li>Trade union membership</li> <li>Genetic data</li> <li>Biometric data</li> <li>Sexual life</li> <li>Financial information</li> <li>Health status or medical records of an individual</li> </ul>	<p>This is used to cater to the specific needs as per the religion eg observance of holidays, dietary concerns. Genetic data on gender is collected accommodate the staff, the biometric data collected is facial &amp; fingerprint-for use in the access to the offices and for the medical card.</p> <p>Health status is disclosed only if the employee has need for special considerations to enable them work (provided at the discretion of the employee, when special considerations are needed to enable them work).</p>	Human resources department.
4.	Suppliers/Contractors	<p><b>Identifiers</b></p> <ul style="list-style-type: none"> <li>Company/individuals name Name</li> <li>Date of incorporation</li> <li>Registration Number</li> <li>Company Form 20</li> <li>Company Form 18</li> </ul>	<ul style="list-style-type: none"> <li>Record keeping for to confirm the supplier's identity.</li> <li>Onboarding of the supplier</li> <li>Bank account details are collected for payment purposes</li> </ul>	<ul style="list-style-type: none"> <li>URA for remittance of VAT and withholding tax purposes</li> <li>The supplier's bank account details are given to banks to process the supplier's payments.</li> </ul>

	Source	Description of personal data to be collected or processed	Purpose of collection	Persons or bodies to whom it may be disclosed and purpose
		<ul style="list-style-type: none"><li>• Director's names</li><li>• Directors IDs</li><li>• Individual's national ID</li><li>• Physical and postal address;</li><li>• E-mail address;</li><li>• Phone numbers;</li><li>• TIN</li><li>• Bank details including name of bank, branch, account name, account number.</li></ul>		