

# Somalia Data Protection Authority

## Compliance Toolkit Template

### PRIVACY NOTICE (GENERAL)

**Version:** 1.0

**Date of Issue:** January 2026

**Status:** Mandatory

**Issued under:** Somalia Data Protection Act No. 005 (2023)

#### 1. Introduction

This Privacy Notice explains how [Organization Name] (“we”, “us”, “our”) collects, uses, stores, shares, and protects personal data in accordance with Law No. 005 (2023) – The Data Protection Act of Somalia.

We are committed to protecting the privacy and rights of individuals whose personal data we process.

#### 2. Identity and Contact Details of the Organization

Organization Name: [Insert Legal Name]

Registration Number (if applicable): [Insert]

Physical Address: [Insert Address]

Email Address: [Insert Email]

Telephone Number: [Insert Phone Number]

Data Protection Officer (if applicable):

Name: [Insert Name]

Email: [Insert DPO Email]

Telephone: [Insert DPO Phone]

#### 3. Personal Data We Collect

We may collect and process the following categories of personal data:

- Identification data (e.g., name, national ID number, passport number)

- Contact information (e.g., phone number, email address, postal address)
- Employment-related information
- Financial and transaction data
- Technical data (e.g., IP address, device information)
- Online identifiers
- Any other personal data necessary for providing our services or fulfilling legal obligations

Where required by law, we will inform individuals before collecting sensitive personal data.

## 4. Purposes of Processing

We process personal data for the following purposes:

- Providing and managing our services
- Performing contractual obligations
- Communicating with customers, clients, employees, or partners
- Compliance with legal and regulatory requirements
- Managing internal operations and administration
- Ensuring security, fraud prevention, and system integrity

Personal data will not be used for purposes incompatible with those listed above.

## 5. Lawful Basis for Processing

We process personal data only where there is a lawful basis, including:

- The data subject has given consent
- Processing is necessary for the performance of a contract
- Processing is required to comply with a legal obligation
- Processing is necessary to protect vital interests
- Processing is necessary for tasks carried out in the public interest
- Processing is necessary for legitimate interests, where such interests do not override the rights of individuals

## 6. Automated Decision-Making and Profiling

Where automated decision-making or profiling is used, meaningful information about the logic involved shall be provided, including:

- The purpose of the automated processing

- The criteria or factors considered
- The significance and potential consequences for the individual

Individuals may request additional information or challenge decisions where permitted under the Act.

If automated decision-making is not used, this will be clearly stated.

## 7. Data Sharing and Disclosure

We may share personal data with:

- Authorized employees and internal departments
- Service providers and data processors acting on our instructions
- Government authorities and regulators where required by law
- Third parties where consent has been provided

All third parties are required to implement appropriate safeguards and confidentiality measures.

## 8. Cross-Border Data Transfers

Where personal data is transferred outside Somalia, we ensure that:

- Adequate data protection safeguards are in place; or
- Appropriate contractual or regulatory protections are applied; or
- Approval is obtained from the Somalia Data Protection Authority where required

## 9. Data Retention

Personal data is retained only for as long as necessary to fulfill the purposes for which it was collected, or as required by law.

Once retention periods expire, personal data is securely deleted or anonymized.

## 10. Rights of Data Subjects

Individuals have the right to:

- Request access to their personal data

- Request correction of inaccurate or incomplete data
- Request deletion of personal data
- Object to certain processing activities
- Request restriction of processing
- Request data portability
- Withdraw consent at any time
- Lodge a complaint with the Somalia Data Protection Authority

Requests may be submitted using the contact details provided above.

## 11. Security Measures

We implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, misuse, or disclosure.

These measures may include access controls, encryption, secure storage, and staff training.

## 12. Changes to This Privacy Notice

We may update this Privacy Notice from time to time. Any changes will be published and take effect upon posting.

## 13. Contact and Complaints

If you have questions or concerns about this Privacy Notice or our data protection practices, please contact us.

You also have the right to lodge a complaint with the Somalia Data Protection Authority (SDPA).

## Disclaimer

This template is provided by the Somalia Data Protection Authority for general guidance purposes. Organizations remain responsible for ensuring compliance with the Somalia Data Protection Act No. 005 (2023). Use of this template does not constitute approval or certification by the DPA.