



PPDA PRIVACY NOTICE

Public Procurement and Disposal of Public Assets Authority

Document Control

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Document Approvers

Approver	Approver Designation	Signature	Approval Date
Benson Turamye	Executive Director		

Change Log

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Version 1.0		First version of the document created

1. Introduction

The Public Procurement and Disposal of Public Assets Authority (PPDA) is committed to protecting your privacy. This Privacy Notice applies to all individuals who interact with our services, including suppliers, contractors, and members of the public. It explains how we collect, use, store, and safeguard your personal information in accordance with the Data Protection and Privacy Act, Cap 97 (the “DPPA”).

By accessing PPDA systems, online services, or submitting information to us, you agree to the terms of this Privacy Notice.

2. Who We Are and Who is the Data Controller

The Public Procurement and Disposal of Public Assets Authority (PPDA) is a Government Agency responsible for regulating and overseeing public procurement and disposal processes in Uganda. In the course of our work, we may collect and process personal information to ensure transparency, compliance, and efficient service delivery in public procurement.

PPDA is the data controller for the personal data we collect and process. You can contact us about your personal data rights or any other questions through:

Head Office

PPDA-URF Towers, Plot 39, Nakasero Road
P.O. Box 3925, Kampala
Tel: +256-414-311100
Email: privacy@ppda.go.ug
Website: <https://www.ppda.go.ug>

Regional Offices

Eastern: Oval Plaza, Plot 1, Court Road, Mbale. Tel: +256 414 311 82
Western: Plot 2, Western Bypass Link, Mbarara. Tel: +256-414-311810
Northern: Plot 1, Lower Churchill Drive, Gulu. Tel: +256-414-311800

3. Personal Data We Collect

We may collect the following types of personal data:

- Identification information: Names and other identifying details provided when interacting with PPDA.
- Contact information: Email addresses, telephone numbers, and other contact details.
- Professional or organizational information: Employer, organization, job title, or role in procurement processes where applicable.
- Correspondence information: Information you provide when you contact us through email, forms, or other communication channels.
- Supplier, contractor, and bidder information: Details provided by suppliers, contractors, and bidders participating in public procurement and disposal processes.
- Procurement submissions and supporting documents: Information contained in bids, applications, registration forms, declarations, and other documents submitted as part of procurement or disposal processes.

- **Employment and job application information:** Information provided by individuals applying for employment or other opportunities at PPDA, such as CVs, qualifications, employment history, and references.
- **Website usage information:** Technical information such as IP address, browser type, and pages visited when you access our website. This may include information collected through cookies and analytics tools used to understand how visitors use our website.
- **Photographic and video images:** Images or recordings taken at PPDA events in which you may appear.

4. How We Collect Personal Data

PPDA may collect your personal data when:

- You interact with our website or online systems.
- You register, submit documents, or interact with our online procurement and information systems.
- You complete registration forms, procurement submissions, job applications, or other official documents.
- You contact us through email, telephone, or other communication channels.
- You apply for contracts, procurement opportunities, or services offered or regulated by PPDA.
- You visit or interact with our website.
- We receive relevant information from government registries, regulatory bodies, or partner agencies as part of our regulatory and oversight functions.
- You participate in meetings, training sessions, workshops, or other PPDA activities.

5. How We Use Personal Data

Your personal information may be used for the following purposes:

- **Manage procurement and disposal processes:** To facilitate, regulate, and oversee public procurement and disposal activities.
- **Supplier and contractor management:** To register, evaluate, and manage suppliers, contractors, and bidders participating in procurement processes.
- **Regulatory oversight and compliance:** To monitor compliance with procurement laws, regulations, and guidelines.
- **Recruitment and human resource management:** To process job applications and manage employment-related matters.
- **Communication and service delivery:** To respond to inquiries, provide information, and communicate with stakeholders.
- **Legal and administrative purposes:** To meet legal obligations, resolve disputes, and enforce applicable laws and policies.

- **Service improvement and system security:** To improve the effectiveness of our services and ensure the security, integrity, and proper functioning of our systems and digital platforms.

6. Lawful Basis for Processing

Under the DPPA, PPDA is required to have a lawful basis for processing your personal data. The table below sets out the purposes for which we process personal data and the corresponding lawful basis:

Processing Purpose	Legal Basis
Managing procurement and disposal processes	Public task / Legal obligation (PPDA Act, Cap 205)
Supplier and contractor registration and management	Public task / Legal obligation (PPDA Act, Cap 205)
Regulatory oversight and compliance monitoring	Legal obligation (PPDA Act, Cap 205; DPPA)
Recruitment and human resource management	Contract; Legal obligation (Employment Act)
Communication and responding to inquiries	Legitimate interests; Consent (where applicable)
Legal and administrative purposes, dispute resolution	Legal obligation; Legitimate interests
Service improvement and system security	Legitimate interests
Website analytics (cookies)	Consent
Event photography and publication on website and social media	Consent (where obtained); Legitimate interests (public agency documenting its activities)

Where we rely on consent as our lawful basis, you have the right to withdraw that consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before the withdrawal. Where processing is based on a legal obligation or public task, we may be unable to provide certain services or fulfil regulatory requirements if you decline to provide the relevant data.

7. Data Sharing

We may share your personal information with:

- **Government Ministries, Departments, and Agencies (MDAs):** To support regulatory, oversight, and compliance activities.
- **Suppliers, contractors, and service providers:** Where necessary to manage procurement processes or deliver contracted services.

- Regulatory and oversight bodies: For monitoring, auditing, or ensuring compliance with applicable laws and regulations.
- Auditors, investigators, and regulators: For auditing, investigation, monitoring, or ensuring compliance with applicable laws and regulations.
- Courts and tribunals: When required for legal proceedings, dispute resolution, or enforcement of rights and obligations.
- Legal authorities: Where required to comply with legal obligations, enforce laws, or respond to lawful requests.
- Partner organizations: Where collaboration is necessary to improve public procurement services or related programmes.
- Service providers supporting PPDA operations: For administrative, technical, or operational purposes, including IT and system support.

We only share information when necessary and in line with the law.

8. International Transfers

In some circumstances, PPDA may transfer personal data to recipients outside Uganda — for example, where we use cloud-based systems or IT service providers whose infrastructure is hosted outside the country.

Where such transfers occur, PPDA will ensure that appropriate safeguards are in place in accordance with the DPPA, including:

- Transferring data only to countries or organizations that provide an adequate level of data protection;
- Putting in place contractual clauses or data-sharing agreements that require the recipient to protect personal data to a standard equivalent to that required under Ugandan law; or
- Obtaining your consent for the transfer, where appropriate.

If you would like further information about international transfers of your personal data, please contact the PPDA Data Protection Officer at privacy@ppda.go.ug.

9. Data Security

PPDA applies appropriate technical and organizational measures to protect personal information from unauthorized access, loss, misuse, or disclosure. These measures include:

- Access controls: Restricting access to personal data to authorized personnel only.
- Encryption: Using encryption and other security technologies to protect personal data during storage and transmission where appropriate.
- Firewalls and monitoring tools: Using network security systems and monitoring tools to detect, prevent, and respond to unauthorized access or security threats.
- Secure systems and networks: Implementing security technologies to protect our systems and databases.
- Data protection policies and procedures: Establishing internal policies to guide the proper handling of personal information.

- Staff training and confidentiality obligations: Ensuring employees are trained in data protection and bound by confidentiality requirements.
- System monitoring and maintenance: Regular monitoring, updates, and security checks to safeguard our systems and information.
- Backup and recovery procedures: Ensuring that personal data can be restored promptly in the event of a system failure, incident, or disaster.

10. Data Retention

PPDA retains personal data only for as long as necessary to fulfil the purposes for which it was collected, including compliance with legal, regulatory, and operational requirements.

Retention periods may vary depending on the nature of the information and applicable legal obligations, including the Public Records and Archives Management Act, Cap 326, the PPDA Act, Cap 205, and related procurement regulations. Where personal data is no longer required, it will be securely deleted, anonymized, or archived in accordance with PPDA's records management policies.

If you would like further information about the specific retention period applicable to your personal data, please contact the PPDA Data Protection Officer at privacy@ppda.go.ug.

11. Your Rights

Under the DPPA, you have the following rights in relation to your personal data:

Right of Access

You may request access to the personal information that PPDA holds about you, including information about the purposes for which it is processed and any third parties with whom it has been shared.

Right to Rectification

You may ask PPDA to correct or update personal data that is inaccurate, incomplete, or outdated.

Right to Erasure

You may request the deletion or removal of personal data where it is no longer necessary for the purpose for which it was collected, where you have withdrawn consent (and there is no other lawful basis for processing), or where processing is otherwise unlawful. Note that this right may be limited where PPDA is required to retain data for legal or regulatory purposes.

Right to Restriction of Processing

In certain circumstances, you may request that PPDA restricts the processing of your personal data — for example, while the accuracy of that data is being verified, or while an objection is being considered.

Right to Object

You may object to the processing of your personal data where PPDA relies on legitimate interests or the performance of a public task as its lawful basis. You may submit a written objection to the PPDA Data Protection Officer at privacy@ppda.go.ug. PPDA will acknowledge receipt and respond within 30 days. Where additional time is required, you will be informed of the delay and the expected timeframe. If you are not satisfied with the outcome, you may escalate to the Personal Data Protection Office (PDPO).

Right to Withdraw Consent

Where processing is based on your consent, you may withdraw that consent at any time without affecting the lawfulness of processing carried out before withdrawal. To withdraw consent, please contact us at privacy@ppda.go.ug.

Right to Lodge a Complaint

If you believe your personal data has been processed in violation of the DPPA, you may lodge a complaint with the Personal Data Protection Office (PDPO).

Exercising Your Rights

To exercise any of the rights listed above, please contact us:

- Email: privacy@ppda.go.ug
- Telephone: +256-414-311100

PPDA will aim to respond to all rights requests within 30 days of receipt. Where a request is complex or where a large number of requests have been received, the response period may be extended by a further two months. You will be informed of any extension and the reasons for it.

We may need to verify your identity before processing a rights request. We will not charge a fee for handling requests unless they are manifestly unfounded or excessive, in which case we may charge a reasonable fee or decline to respond.

12. Cookies and Website Tracking

PPDA may use cookies and similar technologies when you visit our website. Cookies are small text files stored on your device that help us understand how visitors use our website and enable certain features to function properly.

Types of Cookies We Use

- **Strictly necessary cookies:** Essential for the website to function and cannot be switched off. They do not require your consent.
- **Analytics cookies:** Help us understand how visitors interact with the website so we can improve its performance. These are only set with your consent.
- **Functionality cookies:** Allow the website to remember your preferences and provide enhanced features. These are only set with your consent.

Managing Cookies

When you first visit our website, you will be asked to consent to non-essential cookies. You may withdraw or change your cookie preferences at any time by adjusting your browser

settings or using the cookie management tool on our website. Please note that disabling certain cookies may affect the functionality of some parts of the website.

13. Data Breach Notification

In the event of a personal data breach that is likely to result in a risk to your rights and freedoms, PPDA will:

- Notify the Personal Data Protection Office (PDPO) without undue delay, and where feasible within 72 hours of becoming aware of the breach, in accordance with the DPPA.
- Inform affected individuals without undue delay where the breach is likely to result in a high risk to their rights and freedoms, providing a clear description of the nature of the breach, the likely consequences, and the steps being taken to address it.
- Provide guidance on steps you can take to protect yourself from potential harm arising from the breach.
- Document all breaches in our internal breach register, regardless of whether notification to the PDPO or individuals is required.

If you believe your personal data held by PPDA may have been compromised, please contact us immediately at privacy@ppda.go.ug or +256-414-311100.

14. Event Photography and Social Media

PPDA organizes and hosts events, workshops, training sessions, and other public activities. During these events, PPDA may take photographs or record video footage in which attendees may appear. Such images and recordings constitute personal data under the DPPA.

Event photographs and recordings may be published on the PPDA website and on our official social media channels, including Facebook, Twitter/X, and LinkedIn, for the purposes of documenting PPDA's public activities, promoting awareness of procurement governance, and communicating with stakeholders.

Lawful Basis

Where practicable, PPDA will seek your consent before photographing or filming you at an event — for example, through a notice at the event registration point or a sign displayed at the venue. Where it is not practicable to seek individual consent (for example, at large open events), PPDA relies on its legitimate interests as a public agency in documenting and communicating its activities, provided those interests are not overridden by your rights and interests.

Notice at Events

Where PPDA intends to take photographs or record at an event, we will endeavor to inform attendees in advance — for example, in event invitations, registration materials, or through visible signage at the venue. If you do not wish to be photographed or filmed, please inform a

PPDA member of staff at the event and we will take reasonable steps to accommodate your request.

Your Rights Regarding Event Images

If you appear in a photograph or recording that has been published by PPDA and you wish to have it removed, you may contact us at privacy@ppda.go.ug. We will consider all such requests and, where there is no overriding legitimate reason to retain the image, we will remove it from our website and request its removal from our social media channels. Please note that once content has been shared on third-party social media platforms, PPDA's ability to remove it entirely may be limited by the policies of those platforms.

15. Automated Decision-Making and Profiling

PPDA does not currently make decisions about individuals solely by automated means (without human involvement) that produce legal or similarly significant effects. If this position changes in the future, this Privacy Notice will be updated accordingly and we will ensure that appropriate safeguards are in place in compliance with the DPPA.

16. Changes to This Privacy Notice

PPDA may update this Privacy Notice from time to time to reflect changes in our practices, legal requirements, or website functionality. Any updates will be posted on the PPDA website with a revised effective date. We encourage you to review this notice periodically to stay informed about how we protect your personal information. Where changes are material, we will take reasonable steps to bring them to your attention.

17. Contact Us

For any questions, concerns, or requests regarding your personal data or this Privacy Notice, please contact:

PPDA Data Protection Officer

Email: privacy@ppda.go.ug

Telephone: +256-414-311100

Address: PPDA-URF Towers, Plot 39, Nakasero Road, P.O. Box 3925, Kampala, Uganda

Website: <https://www.ppda.go.ug>

If you are not satisfied with how PPDA handles your personal data, you may also contact the Personal Data Protection Office (PDPO) in Uganda.