ARRANGEMENT OF CLAUSES

Clause

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1— Short title.
2— Interpretation.

PART II – PERSONAL INFORMATION PROTECTION PRINCIPLES

3— Principles of data protection.
4— Objects  of data protection in this Act.
5— Collection of personal information.
6— Information to person on collection of information.
7— Unlawful collection of information.
8— Protection and security of personal information.
9— Access to information.
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PART III – POWERS AND FUNCTIONS OF THE FREEDOM OF INFORMATION COMMISSION OF KENYA ON DATA PROTECTION

17 — Functions of the Commission.

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22 — Powers and Remedies of the Commission on the complaint
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THE DATA PROTECTION BILL, 2012

A Bill for

AN ACT of Parliament to regulate the collection, processing, storing, use and disclosure of information relating to individuals that is processed through automated or manual means and for connected purposes

PART I—PRELIMINARY

1. This Act may be cited as the Data Protection Act, 2012.

2. (1) In this Act, unless the context otherwise requires—

“Agency” include public bodies and private bodies;

“Commission” means the Freedom of Information and Data Protection Commission of Kenya established under section 4 of the Freedom of Information Act;

“Commissioner” means a commissioner appointed under section 9 of the Freedom of Information Act;

"the Court" means the High Court;

"data" means information in a form in which it can be processed;

"data controller" means a person who, either alone or with others, controls the contents and use of personal information;

"data equipment" means equipment for processing data;

"data material" means any document or other material used in connection with, or produced by, data equipment;

"data processor" means a person who processes personal information on behalf of a data controller but does not include an employee of a data controller who processes such data in the course of his employment;

"data subject" means an individual who is the subject of personal information;
"disclosure", in relation to personal information, includes the disclosure of information extracted from such data and the transfer of such data but does not include a disclosure made directly or indirectly by a data controller or a data processor to an employee or agent of his for the purpose of enabling the employee or agent to carry out his duties; and, where the identification of a data subject depends partly on the data and partly on other information in the possession of the data controller, the data shall not be regarded as disclosed unless the other information is also disclosed;

"the Minister" means the Minister for the time being responsible for Information and Communications;

“Privacy code” means a written code regulating acts and practices that affect data protection in no lesser manner than as provided for by the personal information protection principles in this Act.

"prescribed", in the case of fees, means prescribed by Regulations made by the Minister with the consent of the Minister for Finance and, in any other case, means prescribed by regulations made by the Commission with the consent of the Minister;

"processing" means performing automatically logical or arithmetical operations on data and includes—

(a) extracting any information constituting the data, and

(b) in relation to a data processor, the use by a data controller of data equipment in the possession of the data processor and any other services provided by him for a data controller, but does not include an operation performed solely for the purpose of preparing the text of documents;

“Committee” means the Parliamentary departmental committee responsible for legal and constitutional affairs;

“personal information” means information about an identifiable individual, including, but not limited to—

(a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the individual;
(b) information relating to the education or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;

(c) any identifying number, symbol or other particular assigned to the individual;

(d) the address, fingerprints or blood type of the individual;

(e) the personal opinions, views or preferences of the individual, except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual;

(f) correspondence sent by the individual that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

(g) the views or opinions of another individual about the individual; and

(h) the views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual, but excluding the name of the other individual where it appears with the views or opinions of the other individual.

“public authority” includes-

(a) the National Assembly, including members of Parliament and staff of the National Assembly;

(b) the Judiciary;

(c) all Government ministries, departments or agencies at all levels of Government;

any body which -

(i) is established by virtue of the President’s powers or by or under an Act of Parliament or an Order made under an Act of Parliament or which is established in any other way by a Minister of the government or by a government department or public authority;
receives any part of its revenues directly from money provided by Parliament or from a levy authorized by an enactment or fee or charge of any other description so authorized;

(iii) any body or authority subject to examination by the Controller and Auditor General;

(iv) a statutory corporation;

(v) a commission of inquiry;

(vi) all local authorities established under the Local Government Act;

(vii) any body carrying out a statutory or public function, provided that the body is a public authority only to the extent of its statutory or public function; or

(viii) any other body or authority designated by the Minister as a public authority for purposes of this Act.

"Public record" includes any writing containing information relating to the conduct of the public’s business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.

“public servant” means a public officer as defined in section 2 of the Public Officer Ethics Act;

“service commission” means the Public Service Commission or the Judicial Service Commission;

“whistle blowing” refers to confidential raising of problems or concerns within an organisation or with an independent review structure associated with that organisation.

**PART II – PERSONAL INFORMATION PROTECTION PRINCIPLES**

3.(1) The principles of data protection include—

(a) a person’s right to secrecy for the personal data with regard to his private and family life, insofar as he has an
interest deserving protection unless the interest is precluded when data cannot be subject to the right to secrecy due to their general availability or cannot be traced back to the data subject;

(b) insofar as personal data is not used in the interest of the data subject or with his consent, restriction to the right to secrecy is permitted to safeguard overriding legitimate interests of another and the intervention of the fundamental right shall be carried out using the least intrusive of all effective methods;

(c) a person shall have, insofar as personal data concerning him are destined for automated or manual processing—
   (i) the right to obtain information on the person processing data concerning him;
   (ii) place of origin of the data;
   (iii) use of the data collected;
   (iv) any other person whom the data is transmitted;
   (v) the right to rectification of incorrect data and the right to erasure of illegally processed data;

(2) A person whose rights have been breached under this Act shall have recourse before the Court.

4.(1) The principles and objects for data protection include—

(a) information is collected or stored if it is necessary for or directly related to a lawful, explicitly defined purpose and does not intrude upon the privacy of the data subject to an unreasonable extent;

(b) information is collected directly from and with the consent of the data subject;

(c) data subject is informed of the purpose of any such collection and of the intended recipients of the information, at the time of collection;

(d) information is kept for any longer than is necessary for
achieving the purpose for which it was collected;

(e) information is distributed in a way incompatible with the purpose for which it was collected;

(f) reasonable step is taken to ensure that the information processed is accurate, up to date and complete;

(g) appropriate technical and organizational measures is taken to safeguard the data subject against the risk of loss, damage, destruction of or unauthorized access to personal information;

(h) data subjects is allowed a right of access to their personal information and a right to demand correction if such information turns out to be inaccurate.

(2) The provisions of subsection (b), (c) and (d) are subject to the law relating to National Security Intelligence Service.

5. (1) (a) A data controller shall, as respects personal information kept by him, comply with the following provisions:

(i) the information is collected for a lawful purpose connected with a function or activity of the agency; and

(ii) the collection of the information is necessary for that purpose.

(b) Where an agency collects personal information, the agency shall collect the information directly from the individual concerned.

(2) Notwithstanding the provisions of subsection (1) above an agency will not be held to have collected the information unnecessarily if it believes, on reasonable grounds that---

(a) the information is publicly available information; or

(b) the individual concerned authorised collection of the information from someone else; or

(c) non-compliance would not prejudice the interests of the individual concerned; or
(d) non-compliance is necessary—

(i) to avoid prejudice to the maintenance of the law by any public sector agency, including the prevention, detection, investigation, prosecution, and punishment of offences; or

(ii) or the enforcement of a law imposing a pecuniary penalty; or

(iii) for the protection of the public revenue; or

(iv) for the conduct of proceedings before any court or Commission, being proceedings that have been commenced or are reasonably in contemplation; or

(e) compliance would prejudice the purposes of the collection; or

(f) compliance is not reasonably practicable in the circumstances of the particular case; or

(g) the information—

(i) will not be used in a form in which the individual Concerned is identified; or

(ii) will be used for statistical or research purposes and will not be published in a form that could reasonably be expected to identify the individual concerned; or

(h) the correction of the information is in accordance with an authority granted under section 10 of this Act.

6. (1) Where an agency collects personal information directly from the individual concerned, the agency shall take such steps (if any) as are, in the circumstances, reasonable to ensure that the individual concerned is aware of—

(a) the fact that the information is being collected; and

(b) the purpose for which the information is being collected; and
(c) the intended recipients of the information; and

(d) the name and address of;

(e) the agency that is collecting the information; and

(f) the agency that will hold the information; and

(g) if the collection of the information is authorised or required by or under law;

(i) the particular law by or under which the collection of the information is so authorised or required; and

(ii) whether or not the supply of the information by that individual is voluntary or mandatory; and

(h) the consequences, if any, for that individual if all or any part of the requested information is not provided; and

(i) the rights of access to, and correction of, personal information provided by these principles.

(2) The steps referred to in subsection (1) of this section shall be taken before the information is collected or, if that is not practicable, as soon as practicable after the information is collected.

(3) An agency shall not be required to take the steps referred to in subsection (1) of this section in relation to the collection of information from an individual if that agency has taken those steps in relation to the collection, from that individual, of the same information or information of the same kind, on a recent previous occasion.

(4) It shall not be necessary for an agency to comply with subsection (1) of this section if the agency believes, on reasonable grounds;

(a) that non-compliance is authorised by the individual concerned; or

(b) that non-compliance would not prejudice the interests of the individual concerned; or
(c) that non-compliance is necessary—

(i) to avoid prejudice to the maintenance of the law by any public sector agency, including the prevention, detection, investigation, prosecution, and punishment of offences; or

(ii) for the enforcement of a law imposing a pecuniary penalty; or

(iii) for the protection of the public revenue; or

(iv) for the conduct of proceedings before any court or Commission, being proceedings that have been commenced or are reasonably in contemplation; or

(5) That compliance would prejudice the purposes of the collection; or

(6) That compliance is not reasonably practicable in the circumstances of the particular case; or

(7) That the information—

(i) will not be used in a form in which the individual Concerned is identified; or

(ii) will be used for statistical or research purposes and will not be published in a form that could reasonably be expected to identify the individual concerned.

7. Personal information shall not be collected by an agency—

(a) by unlawful means; or

(b) by means that, in the circumstances of the case, intrude to an unreasonable extent upon the personal affairs of the individual concerned,

commits an offence.

8. An agency that holds personal information shall ensure that—
(a) the information is protected, by such security safeguards as is reasonable in the circumstances against—

(i) loss; and

(ii) access, use, modification, or disclosure, except with the authority of the agency that holds the information; and

(iii) other misuse; and

(b) if it is necessary for the information to be given to a person in connection with the provision of a service to the agency, everything reasonably within the power of the agency is done to prevent unauthorised use or unauthorised disclosure of the information.

9. (1) Where an agency holds personal information in such a way that it can readily be retrieved, the individual concerned shall be entitled—

(a) to obtain from the agency confirmation of whether or not the agency holds such personal information; and

(b) to have access to that information.

(2) Where, in accordance with subsection (1) (b) of this section, an individual is given access to personal information, the individual shall be advised that, under section 10, the individual may request the correction of that information.

(3) The application of this section is subject to the provisions of Parts II and III of the Freedom of Information Act.

10. (1) Where an agency holds personal information, the individual concerned shall be entitled—

(a) to request correction of the information; or

(b) to request that there be attached to the information a statement of the correction sought but not made.

(2) An agency that holds personal information shall, if so
requested by the individual concerned or on its own initiative, take steps, if any, to correct that information as are, in the circumstances reasonable, to ensure that, having regard to the purpose for which the information may lawfully be used, the information is accurate, up to date, complete, and not misleading.

(3) Where an agency that holds personal information is not willing to correct that information in accordance with a request by the individual concerned, the agency shall, if so requested by the individual concerned, take such steps, if any, as are reasonable in the circumstances to attach to the information, in such a manner that it will always be read with the information, any statement provided by that individual of the correction sought.

(4) Where the agency has taken steps under subsection (2) or subsection of this section, the agency shall, if reasonably practicable, inform each person or body or agency to whom the personal information has been disclosed of those steps.

(5) Where an agency receives a request made pursuant to subsection (1) of this section the agency shall inform the individual concerned of the action taken as a result of the request.

Use of Information

11. An agency that holds personal information shall not use that information without taking such steps, if any, as are, in the circumstances, reasonable to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date, complete, relevant, and not misleading.

Storage of Information

12. An agency that holds personal information shall not keep that information for longer than is required for the purposes for which the information may lawfully be used.

Misuse of Information

13. An agency that holds personal information that was obtained in connection with one purpose shall not use the information for any other purpose.

Disclosure of Information

14. (1) An agency that holds personal information shall not disclose the information to a person or body or agency.

(2) An agency that holds personal information that was obtained in connection with one purpose shall not use the information for any other purpose or an agency that holds personal information shall not disclose the information to a person or body or agency, unless the
agency believes, on reasonable grounds—

(a) that the source of the information is a publicly available publication; or

(b) that the use of the information for that other purpose is authorised by the individual concerned; or

(c) that non-compliance is necessary—
   (i) to avoid prejudice to the maintenance of the law by any public sector agency, including the prevention, detection, investigation, prosecution, and punishment of offences; or
   (ii) for the enforcement of a law imposing a pecuniary penalty; or
   (iii) for the protection of the public revenue; or
   (iv) for the conduct of proceedings before any court or Commission, being proceedings that have been commenced or are reasonably in contemplation; or

(d) that the use of the information for that other purpose is Necessary to prevent or lessen a serious and imminent threat to—
   (i) public health or public safety; or
   (ii) the life or health of the individual concerned or another individual; or

(e) that the purpose for which the information is used is directly related to the purpose in connection with which the information was obtained; or

(f) that the information—
   (i) is used in a form in which the individual concerned is not identified; or
   (ii) is used for statistical or research purposes and will not be published in a form that could reasonably be expected to identify the individual concerned; or

(g) that the use of the information is in accordance with an authority granted under section 6 of this Act.
15. (1) An agency shall not assign a unique identifier to an individual unless the assignment of that identifier is necessary to enable the agency to carry out any one or more of its functions efficiently.

(2) An agency shall not assign to an individual a unique identifier that, to that agency's knowledge, has been assigned to that individual by another agency, unless those two agencies are associated persons within the meaning of the Income Tax Act.

(3) An agency that assigns unique identifiers to individuals shall take all reasonable steps to ensure that unique identifiers are assigned only to individuals whose identity is clearly established.

(4) An agency shall not require an individual to disclose any unique identifier assigned to that individual unless the disclosure is for one of the purposes in connection with which that unique identifier was assigned or for a purpose that is directly related to one of those purposes.

16. For the purposes of this Act, an act or practice is an interference with the personal information protection principles provisions in favour of an individual if the act or practice breaches in relation to personal information protection principles provisions information that relates to the individual;

PART III – POWERS AND FUNCTIONS OF THE FREEDOM OF INFORMATION COMMISSION OF KENYA ON DATA PROTECTION

17. (1) The functions of the Commission shall be—

(a) to investigate, on its own initiative or upon a complaint made by any person or group of persons, the violation of the provisions of this Act;

(b) to inspect agencies with a view to assessing and evaluating the collection, processing, protection, use and disclosure of information to the public and making appropriate recommendations thereon;

(c) to inform and educate the public as to their rights under
this Act by means of a continuing programme of research, publication, lectures and symposia and by such other means as the Commission may deem fit;

(d) to recommend to all agencies effective measures to promote data protection;

(e) to act as the chief agent of the Government in ensuring that all public authorities comply with its obligations under international treaties and conventions on data protection;

(f) to prescribe and approve data protection codes by all agencies;

(g) to prescribe damages with the approval by the Minister for breach of data protection principles by agencies;

(h) to perform such other functions as the Commission may consider necessary for the promotion of data protection.

(2) The Commission shall have all the powers necessary for the performance of its functions under this Act.

(3) The Commission may enter into association with such other bodies or organizations within and outside Kenya as the Commission may consider desirable or appropriate and in furtherance of the purpose for which the Commission is established.

PART IV- DATA PROTECTION – COMPLAINTS, PROCEEDINGS AND SETTLEMENT

18. (1) A person may make a complaint to the Commission alleging that an action is an interference with data protection principles.

(2) A person wishing to lodge a complaint under this Act shall do so orally or in writing addressed to the Secretary or any other person as may be duly authorised by the Commission for that purpose.

(3) A complaint made orally shall be put in writing as soon as practicable.

(4) A complaint under subsection (1), shall contain particulars as the Commission may prescribe.
(5) The Commission may notwithstanding subsection (1) above commence an investigation on its own initiative.

(6) Upon receipt of a complaint under subsection (1), the Commission may —

(a) call for information or a report regarding such complaint from the agency within such reasonable time as may be specified by the Commission:
Provided that —
(i) if the information or report is not received within the time stipulated by the Commission, the Commission may proceed to inquire into the complaint without the information or report;

(ii) if, on receipt of the information or report, the Commission is satisfied either that no further action is required or that the required action has been initiated by the agency, the Commission shall, in writing, inform the complainant accordingly and take no further action;

(b) without prejudice to paragraph (a), initiate such inquiry as it considers necessary, having regard to the nature of the complaint.

19. (1) In the performance of its functions under this Act, the functions of the Commissioner shall —

(a) investigate any action that is an interference with the privacy of an individual:

(b) act as conciliator in relation to any such action:

(c) take such further action as is contemplated by this Part of this Act.

(2) The Commission shall in its functions—
(a) accommodate the diversity of the Kenyan people;

(b) observe the principle of impartiality and gender equity:
(c) have regard to all applicable international information management and dissemination standards; and

(d) ensure that public authorities provide adequate safeguards for personal information.

(3) The Commissioner shall give such reasonable assistance as is necessary in the circumstances to enable an individual, who wishes to lodge a complaint.

20. On the receipt of a complaint—

(1) the Commission may in its discretion decide to take no action or, as the case may require, no further action, on any complaint if, in the Commission's opinion—

(a) the length of time that has elapsed between the date when the subject-matter of the complaint arose and the date when the complaint was made is such that an investigation of the complaint is no longer practicable or desirable; or

(b) the subject-matter of the complaint is trivial; or

(c) the complaint is frivolous or vexatious or is not made in good faith; or

(d) the individual alleged to be aggrieved does not desire that action be taken or, as the case may be, continued; or

(e) the complainant does not have sufficient personal interest in the subject-matter of the complaint; or

(f) where;

(i) the complaint relates to a matter in respect of which a code of practice issued under section **** of this Act is in force; and

(ii) the code of practice makes provision for complaints procedure and the complainant has failed to pursue, or to pursue fully, an avenue of redress available under that complaints procedure or it would be reasonable for the complainant to pursue; or

Proceedings on complaints
(g) there is in all the circumstances an adequate remedy, or other right of appeal other than to the commission, that it would be reasonable for the individual alleged to be aggrieved to exercise.

(2) Notwithstanding anything in subsection (1) of this section, the Commission may in its discretion decide not to take any further action on a complaint if, in the course of the investigation of the complaint, it appears to the Commissioner that, having regard to all the circumstances of the case, any further action is unnecessary.

(3) In any case where the Commissioner decides to take no action, or no further action, on a complaint, the Commissioner shall inform the complainant of that decision and the reasons for it.

21. Where it appears from a complaint, or any written response made in relation to a complaint under section 20 of this Act, that it may be possible to secure a settlement between any of the parties concerned and, if appropriate, a satisfactory assurance against the repetition of any action that is the subject-matter of the complaint or the doing of further actions of a similar kind by the person concerned, the Commission may, without investigating the complaint or, as the case may be, investigating the complaint further, to secure such a settlement and assurance.

PART V – POWERS AND REMEDIES

22. (1) If, in any proceedings under section 20 or section 21 of this Act, the Commission is satisfied on the balance of probabilities that any action of the defendant is an interference with the data protection principles, it may grant one or more of the following remedies:

(a) a declaration that the action of the defendant is an interference with the data protection principles in relation to the individual:

(b) an order restraining the defendant from continuing or repeating the interference, or from engaging in, or causing or permitting others to engage in, conduct of the same kind as that constituting the interference, or conduct of any
similar kind specified in the order:

(c) damages in accordance with section 23 of this Act:

(d) an order that the defendant perform any acts specified in the order with a view to remedying the interference, or redressing any loss or damage suffered by the aggrieved individual as a result of the interference, or both:

(e) such other relief as the Commission thinks fit.

(2) In any proceedings under section 18 or section 19 of this Act, the Commission may award such costs against the defendant as the Commission thinks fit, whether or not the Commission makes any other order, or may award costs against the plaintiff, or may decline to award costs against either party.

(3) It shall not be a defence to proceedings under section 20 or section 21 of this Act that the interference was unintentional or without negligence on the part of the defendant, but the Commission shall take the conduct of the defendant into account in deciding what, if any, remedy to grant.

23. In any proceedings under section 20 or 21 of this Act, the Commission may award damages against the defendant for an interference with the data protection of an individual in respect of any one or more of the following:

(a) pecuniary loss suffered as a result of, and expenses reasonably incurred by the aggrieved individual for the purpose of, the transaction or activity out of which the interference arose;

(b) loss of any benefit, whether or not of a monetary kind, which the aggrieved individual might reasonably have been expected to obtain but for the interference;

(c) humiliation, loss of dignity, and injury to the feelings of the aggrieved individual.

PART V – MISCELLANEOUS PROVISIONS
24. Protection against certain actions—

(1) Where any personal information is made available in good faith pursuant to principle under section 4 of this Act—

(a) no proceedings, civil or criminal, shall lie against the agency in respect of the making available of that information, or for any consequences that follow from the making available of that information; and

(b) no proceedings, civil or criminal, in respect of any publication involved in, or resulting from, the making available of that information shall lie against the author of the information or any other person by reason of that author or other person having supplied the information to an agency.

(2) The making available of, or the giving of access to, any personal information in consequence of a request made under section 6 shall not be taken, for the purposes of the law relating to defamation or breach of confidence or infringement of copyright, to constitute an authorisation or approval of the publication of the document or of its contents by the individual to whom the information is made available or the access is given.

25. The Minister may from time to time make regulations for all or any of the following purpose—

(a) providing the procedure for the service of notices and documents under this Act: or

(b) providing for such matters as are contemplated by or necessary for giving full effect to this Act and for its due administration.

PART VI- OFFENCES

26. A person who commits an offence under this Act and shall be liable on conviction to a fine not exceeding one hundred thousand or to imprisonment for a term not exceeding one year or both, who—

(a) without reasonable excuse, obstructs, hinders, or resists the Commissioner or any other person in the exercise of their powers under this Act;
(b) makes any statement or gives any information to the Commission or any other person exercising powers under this Act, knowing that the statement or information is false or misleading;

(c) represents directly or indirectly that he or she holds any authority under this Act when he or she does not hold that authority; and

(d) commits an offence under section 7.

MEMORANDUM OF OBJECTS AND REASONS

The Ministry of Information and Communications has formulated the Bill herein with a view to protecting personal information that is collected by persons and processed automatically. The Bill recognizes that data protection in relation to personal information is a corollary to expectation of privacy, a human right that is in keeping with best international practice. It also spells out the mechanisms for enhancing data protection. The Bill is borne of the realization that data protection is crucial for the promotion of e-transactions in the global digital economy where a lot of information is processed automatically.

Part I of the Bill contains preliminary provisions.

Part II contains provisions on principles of personal information protection. Clause 5 provides for collection of personal information, Clause provides for notice to persons on information collection, Clause 7 provides that information should not collected unlawfully, Clause 8 provides that information should be protected, Clause 9 and 10 provides for access to information for correction purposes, Clause 11 provides for the parameters on use of information, Clause 12 provides for storage of information, Clause 13 provides for protection against misuse of information, Clause 14 provides for protection against disclosure of information, Clause 15 provides for protection against use and disclosure of unique identifiers and Clause 16 provides for protection against interference with the data protection principles.

Part III contains provisions under clause 17 on the functions and powers of the Freedom of Information and Data Protection Commission on data protection.

Part IV contains provisions on data protection violations complaints; it provides at Clause 21 the principles that will guide the Commission in the settlement of these complaints.

Part V contains powers and remedies of the Commission in relation to violation of data protection principles. It provides at Clause 23 for damages that may be awarded.
Part VI contains miscellaneous provisions

Part VII contains provisions on offences. Clause 26 provides for various offences and penalties.

The enactment of this Bill will not occasion additional expenditure of public funds.

Dated the ………………………………2012.

SAMUEL POGHISIO,
Minister of Information and Communications.