

Consent

By becoming a member of TFP, you agree to adhere to the party's constitution, by-laws, rules, and regulations and to support TFP's ideology, vision, aims, and objectives.

- **Information Use:** The Future Party (TFP) collects your information to maintain a membership register, keep you updated on party activities, and for communication purposes. TFP is responsible for upholding the provisions in the Data Protection Act.
- **Data Collection:** As part of the membership application, TFP collects identification details, gender, region, ethnicity, disability status and county.
- **Rights:** As a member, you have the right to access information about how the party manages its resources.
- **Data Protection:** TFP is committed to protecting your personal data in accordance with the Data Protection Act.
- **Accuracy:** You have the right to correct any errors in your membership record.
- **Access:** You have the right to access your recruitment records.
- **Withdrawal:** You have the right to withdraw your consent and resign from the party.

Consent: By clicking "I agree," you consent to TFP collecting, storing, and using your information as described above.

Data Protection Policy of The Future Party (TFP)

1. Introduction

The Future Party (TFP) is committed to protecting the privacy and personal data of its members, supporters, and stakeholders. This Data Protection Policy outlines how TFP collects, uses, stores, and protects personal data in accordance with the Data Protection Act and other relevant legislation. TFP believes in open and honest governance and party operations.

2. Principles

TFP adheres to the following data protection principles:

- **Lawfulness, Fairness, and Transparency:** Personal data is processed lawfully, fairly, and transparently.
- **Purpose Limitation:** Personal data is collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- **Data Minimisation:** Personal data collected is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- **Accuracy:** Personal data is accurate and, where necessary, kept up to date.
- **Storage Limitation:** Personal data is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
- **Integrity and Confidentiality:** Personal data is processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing, and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- **Accountability:** TFP is responsible for and able to demonstrate compliance with the data protection principles.

3. Data Collection

TFP collects personal data for various purposes, including:

- **Membership Recruitment:** When individuals apply to join TFP, the party collects information through membership recruitment forms. This information includes:
 - Name.
 - Postal and physical addresses.
 - Identification or passport number.
 - Gender, region, ethnicity, disability status, and county.

- **Communication:** To keep members and supporters informed about party activities, policy updates, and events.
- **Party Administration:** To maintain a membership register, manage resources, and ensure effective party operations.

4. Use of Data

TFP uses personal data for the following purposes:

- **Maintaining a Membership Register:** To keep an updated and accurate record of all party members.
- **Communication:** To send updates, newsletters, and important announcements to members and supporters.
- **Resource Management:** To inform members how much resources have been received by the Party/Branch/Sub-Branch and how such resources are utilized or managed.
- **Compliance:** To comply with legal and regulatory obligations, including those under the Political Parties Act and the Data Protection Act.

5. Data Security

TFP implements appropriate technical and organisational measures to ensure the security of personal data, including protection against unauthorised access, accidental loss, destruction, or damage. These measures include:

- **Secure Storage:** Original copies of recruitment forms are kept in an accessible and verifiable format.
- **Access Control:** Access to personal data is limited to authorised personnel only.
- **Technology Certification:** Ensuring that any technology used for recruitment conforms to the requirements under regulation 3(3) and is certified by the Registrar before deployment.
- **Data Protection Agreements:** Ensuring that any third-party service providers used by TFP have adequate data protection measures in place.

6. Data Retention

TFP retains personal data for as long as necessary to fulfil the purposes for which it was collected, or as required by law. Membership records of a person or political party removed from the register will be retained in an accessible and verifiable form for a period of not less than five years.

7. Data Access and Correction

Members have the right to:

- **Access their Personal Data:** Members can access their recruitment records and other personal data held by TFP.
- **Correct Inaccurate Data:** Members can request the correction of any errors in their personal data.

8. Data Sharing and Disclosure

TFP does not share personal data with third parties except where:

- **Required by Law:** When legally required to do so, such as in response to a court order or other legal process.
- **With Consent:** When explicit consent has been obtained from the individual to share their data with a specific third party.
- **Mergers:** Where a political party proposes to merge with another political party, the political party shall request the Registrar to transfer the names of the members of the party to the register of the merged political party.

9. Use of Technology

TFP uses technology for the recruitment of members and management of political parties' membership data. TFP ensures that the technology conforms to the requirements under regulation 3(3) and that the Registrar certifies the technology before it is used or deployed.

10. Resignation and Termination of Membership

Members who wish to resign from TFP can do so by notifying the political party and the Registrar in writing or through the Political Parties Information Management System. TFP will remove the membership details of a person who has ceased to be a member of the political party by resignation.

11. Data Protection Officer

TFP has designated a Data Protection Officer (DPO) who is responsible for overseeing the implementation of and compliance with this Data Protection Policy. The DPO can be contacted at

12. Updates to this Policy

TFP may update this Data Protection Policy from time to time to reflect changes in legal and regulatory requirements or in TFP's data processing practices. Any changes will be communicated to members and supporters through the party's website or other appropriate channels.

13. Consent

By becoming a member of TFP and providing personal data, individuals consent to the collection, use, and storage of their data as described in this Data Protection Policy. TFP is committed to protecting your personal data in accordance with the Data Protection Act.

THE FUTURE PARTY (TFP) PHOTO/VIDEO CONSENT FORM

By signing this form, you agree to allow The Future Party (TFP) to use your image (photographic or video) as described below. TFP is committed to protecting your personal data in accordance with the Data Protection Act as outlined in our Data Protection Policy.

1. Purpose of Consent

I grant TFP permission to capture my image (photograph and/or video) during party activities, including but not limited to:

- Meetings.
- Rallies.
- Conferences.
- Community events.
- Training sessions.

2. Use of Images

I understand that these images may be used by TFP for the following purposes:

- **Publicity and Promotion:** Use in promotional materials such as brochures, flyers, and advertisements.
- **Website and Social Media:** Publication on the TFP website and social media platforms (e.g., Facebook, Twitter).
- **News and Media:** Sharing with news outlets and media organisations for coverage of party events and activities.
- **Internal Records:** Storage in TFP's internal archives for historical and record-keeping purposes.

3. Data Protection and Storage

TFP will take reasonable measures to ensure the security of your images and prevent unauthorised access, accidental loss, destruction, or damage.

- **Secure Storage:** Images will be stored securely with access limited to authorised personnel.
- **Retention Period:** Images will be retained for as long as necessary to fulfil the purposes for which they were collected, or as required by law.

4. Your Rights

You have the following rights regarding your images:

- **Withdraw Consent:** You have the right to withdraw your consent at any time by notifying TFP in writing.
- **Access and Correction:** You have the right to access your images and request correction of any inaccuracies.

- **Confidentiality:** TFP will process your personal data lawfully, fairly and transparently ensuring appropriate security.

5. Declaration

I, _____ [Name], hereby consent to TFP capturing and using my image as described in this form. I confirm that I have read and understood the terms of this consent and that I am giving it freely and voluntarily.

Signature: _____

Date: _____

Membership Number (if applicable): _____

Contact Information: _____

6. Contact Information for Enquiries

If you have any questions or concerns about this consent form or the use of your images, please contact TFP's Data Protection Officer (DPO) at info@thefutureparty.co.ke

7. TFP's Commitment

TFP is committed to protecting your privacy and ensuring that your personal data is handled in a responsible and transparent manner, consistent with our core values of transparency, equity, and inclusivity.

The Future Party (TFP) Recruitment Team Notebook

This notebook is your personal guide to recruiting members effectively, ethically and in compliance with the law. Keep it with you and refer to it often.

1. Introduction

As a member of the TFP recruitment team, you are the face of the party. Your role is vital in:

- Expanding TFP's membership base.
- Promoting TFP's vision and mission.
- Ensuring ethical and legal compliance in all recruitment activities.

2. Core Values

Remember TFP's core values in every interaction:

- **Transparency:** Be open and honest in all communications.
- **Equity:** Treat every individual fairly and without bias.
- **Inclusivity:** Ensure everyone feels welcome and valued.

3. Legal and Ethical Framework

Understanding the legal framework is crucial. Here's a breakdown:

- **Political Parties Act, 2011:**
 - **What is it?** This act governs the registration and management of political parties in Kenya.
 - **Why is it important?** It ensures parties operate within the law.
 - **Key Content for Recruiters:**
 - Registration requirements for political parties.
 - Membership recruitment guidelines.
 - Prohibition of registering members without consent.
- **The Political Parties (Membership) Regulations, 2021:**
 - **What is it?** These regulations provide specific guidance on membership recruitment processes.
 - **Why is it important?** They detail how to legally recruit and manage members.
 - **Key Content for Recruiters:**
 - Use of Form PPM1 for membership recruitment.
 - Requirements for using technology in recruitment.
 - Procedures for transmitting membership lists to the Registrar.

- **Data Protection Act:**
 - **What is it?** This act protects individuals' personal data.
 - **Why is it important?** It governs how organisations collect, use and store personal data.
 - **Key Content for Recruiters:**
 - **Lawfulness, Fairness and Transparency:** Always process data lawfully, fairly and transparently.
 - **Data Minimisation:** Only collect necessary data.
 - **Accuracy:** Keep data accurate and up to date.
 - **Data Security:** Protect data from unauthorised access and report any data security incident without undue delay.
 - **Data Protection Policy:** Always provide access to TFP's Data Protection Policy.
- **TFP Constitution:**
 - **What is it?** The governing document of The Future Party.
 - **Why is it important?** It outlines the party's structure, rules and values.
 - **Key Content for Recruiters:**
 - Eligibility criteria for membership.
 - Rights and duties of members.
 - Resignation process.

4. Eligibility for Membership

Ensure potential members meet the following criteria:

- **Citizenship:** Must be a Kenyan citizen.
- **Age:** Must be 18 years or older.
- **Values:** Must adhere to TFP's ideology, vision, aims and objectives.
- **No Dual Membership:** Must not be a registered member of another political party.

5. The Recruitment Process: Step-by-Step

1. **Initial Contact:**
 - Approach potential members respectfully and introduce yourself as a TFP representative.
 - Explain TFP's mission, vision and core values.
2. **Provide Information:**
 - Give the prospective member a TFP brochure or information packet.
 - Answer any questions they may have honestly and accurately.
3. **Membership Application (Form PPM1):**

- Provide the official TFP Membership Recruitment Form (Form PPM1).
 - Assist the applicant in completing all sections accurately.
 - Verify the applicant affirms they are not a member of another political party.
4. **Data Collection:**
- Collect the following details:
 - Full name.
 - Postal and physical addresses.
 - Identification or passport number.
 - Gender.
 - Region.
 - Ethnicity.
 - Disability status.
 - County.
5. **Consent:**
- **Obtain explicit consent** to collect, use and store their personal data. Use the following consent statement:

"I consent to The Future Party (TFP) collecting, using and storing my personal data in accordance with the party's Data Protection Policy."
6. **Membership Card:**
- Issue a TFP membership card of a specific standard.
 - Ensure the party membership card contains Party name, and fields for member's name, age, sex, occupation, residence, postal address, telephone number, village/ward or other local leader, Party Membership Card No., the date of issuing and the place of issue.
7. **Subscription Fee:**
- Inform the new member about the required subscription fee.
 - Explain the different membership categories and their associated fees:
 - Ordinary Member: Ksh 20 (Annual Renewal: Ksh 10).
 - Life Member: Ksh 10,000 (Ksh 5,000).
 - Group Member: Ksh 100,000 (Ksh 30,000).
8. **Membership Register:**
- Enter the new member's details into TFP's membership register.
 - Continuously update the membership register.
9. **Recruitment Records:**
- Maintain all original copies of the recruitment forms in a secure and accessible format.
 - Keep the records in an accessible and verifiable format.

6. Using Technology for Recruitment

If using online forms or other digital tools:

- **Compliance:** Ensure compliance with Regulation 3(3) of the Political Parties (Membership) Regulations, 2021.
- **Certification:** Obtain certification from the Registrar of Political Parties before deployment.
- **Data Security:** Implement strong security measures to protect personal data.

7. Prohibited Practices: Avoid These!

- **Registration without Consent:** Never register someone without their explicit consent.
- **Misleading Information:** Never provide false or misleading information.
- **Coercion:** Do not use any form of coercion or undue influence.
- **Registering a person as a member of a political party without his/her consent:** It is an offence to register a person as a member of a political party without his/her consent.

8. Maintaining Accurate Records

- **Membership List:** Keep an accurate and up-to-date list of all TFP members.
- **Transmission to Registrar:** Transmit the membership list to the Registrar through the Political Parties Information Management System.
- **Data Correction:** Correct any inaccuracies promptly.
- **Access to Records:** Provide the Registrar with access to recruitment records upon request.

9. The Resignation Process

- **Notification:** Members can resign by submitting a written notice to the SBEC or through the Political Parties Information Management System.
- **Removal:** Remove the resigning member's name from the register promptly.
- **Notification to Registrar:** Notify the Registrar of the resignation.

10. Dispute Resolution

- **Internal Mechanism:** TFP has an internal dispute resolution mechanism that is fair, impartial, expeditious and accessible.
- **Principles:** Guided by natural justice, due process, equity and good conscience.

11. Emergency Contacts

- **Data Protection Officer:** thefuturepartytfp@gmail.com

12. Key Contacts

- **The Future Party (TFP):** thefuturepartytfp@gmail.com

By following these guidelines, you will help TFP grow its membership in a responsible and legally compliant manner.