

ABC'S DATA PROTECTION POLICY

At the American Business Council of Botswana (ABC), safeguarding your data is a core priority. This policy delineates how we collect, manage, and protect your personal information in accordance with the Botswana Data Protection Act.

INFORMATION COLLECTION

At ABC, we collect personal data through various interactions when you engage with our services, including but not limited to:

- 1. Event Registrations:** When you register for events organized or hosted by ABC, we may gather your:
 - Full name
 - Contact details (email, phone number, address)
 - Job title
 - Company information
 - Pictures/Video during event proceedings
- 2. Membership Program:** Enrolling in our membership program requires certain personal information, such as:
 - Full name
 - Contact information
 - Professional details (job title, company name)
- 3. Surveys and Feedback:** Participation in surveys or providing feedback may involve the collection of additional information to improve our services, which may include:
 - Preferences
 - Opinions
 - Suggestions

USE OF INFORMATION

The information collected through event registrations, membership programs, surveys and feedback is used solely for the following specified and clearly communicated purposes:

- 1. Membership Services:** Your provided details facilitate the provision of membership benefits, including access to resources, networking opportunities, and tailored services to meet your professional needs within the ABC community.
- 2. Event Management:** Information collected during event registrations allows us to manage event logistics effectively, ensuring a seamless experience for attendees and participants. Additionally, any footage captured during these events may be used to showcase or promote future events on online platforms or other promotional materials, contributing to the promotion of ABC activities.

3. **Personalization:** We may use the data gathered to personalize your interaction with ABC, tailoring our communications and services to align with your preferences and interests.
4. **Communication:** Relevant updates, announcements, and important information regarding ABC activities, industry insights, or regulatory changes are communicated to you based on the information you've provided.

ABC adheres to the provisions of the Botswana Data Protection Act. We maintain a strict policy to ensure that your personal information is used exclusively for specified and explicitly stated purposes. ABC shall not use or process your data for unspecified purposes except with your consent. Your data is never shared or used beyond the scope of your consent. Above all, our purposes for using your personal information are at all times superseded by the interest to protect your fundamental rights and freedoms in particular the right to privacy. , .

DATA SECURITY

Protecting your information is a top priority at ABC. We've put in place reasonable and appropriate security measures to safeguard your data:

1. **Safeguarding Your Data:** Depending on the nature of the data, we use secure methods to store your information to ensure that your data is protected against risks such as loss, unauthorised access, unauthorised destruction, unauthorised use, unauthorised modification, or unauthorised disclosure.
2. **Limiting Access:** The information we have about you, as stored in our files, is accessible to authorized individuals only. Access to your information is controlled and restricted to those authorised persons who need to use it for the relevant purposes.
3. **Training Our Team:** We have taken technical and organizational security measures which include training and equipping our staff not only with the technological know-how but also with the basic principles and requirements for data security.

We are committed to taking the required steps as provided by the DPA to ensure that your personal data is protected. While we work hard to keep your information secure, it's important to remember that no system is completely foolproof.

THIRD-PARTY SHARING

We adhere to the highest standards of confidentiality when dealing with your data. However, at times, the ABC may need to share your information with trusted partners or service providers to offer you the best experience and services. Here's how we handle it:

1. **Trusted Partners:** We collaborate with trusted partners or service providers who assist us in delivering our services. They might need access to some of your information to help us with event management, membership services, or to improve our offerings.
2. **Data Protection Standards:** Any third party that receives your information is required to adhere to strict data protection standards. We ensure that they treat your information with the same level of care and confidentiality that we do.
3. **Purpose-Limited Sharing:** Your information is shared only for specific purposes directly related to enhancing your experience with ABC. It is never shared beyond what is necessary for these purposes unless we have your explicit consent or are required to do so by law.

ABC remains accountable for the information shared with these parties and takes necessary precautions to ensure they handle your data responsibly and in accordance with the Botswana Data Protection Act.

YOUR RIGHTS

As an individual/Member associated with the ABC, you have certain rights regarding your personal information:

1. **Access:** You have the right to request access to the personal data we hold about you. This enables you to verify what information we have and how we're using it.
2. **Correction:** If any of the information we hold about you is inaccurate or incomplete, you have the right to request corrections or updates to ensure its accuracy.
3. **Deletion:** You can request the deletion of your personal information under certain circumstances. However, there might be instances where we are obligated to retain this information for legal or legitimate reasons.
4. **Objection:** If you object to the processing of your personal data, we'll consider your request unless there are compelling legitimate reasons for us to continue using it.
5. **Restriction:** You have the right to request the restriction of processing your personal information in certain situations, such as when you contest the accuracy of the data.
6. **Opt-Out:** You have the right to opt-out of certain uses of your personal information, including the option to abstain from being captured in pictures or videos at ABC events. If you prefer not to be included in visual media, you can request to exercise this opt-out choice.

To exercise any of these rights or if you have questions or concerns about how your information is handled, please contact us using the provided details. We will do our best to assist you promptly in accordance with the requirements of the Botswana Data Protection Act.

POLICY UPDATE

ABC is committed to keeping you informed about how your data is handled. Our data protection policy may undergo periodic updates to reflect changes in regulations or our practices. Here's what you should know:

1. **Regular Reviews:** We regularly review and, if necessary, update our data protection policy to ensure it aligns with the most current data protection regulations and best practices.
2. **Notification of Changes:** Any significant updates to this policy will be communicated to you through appropriate channels. We encourage you to review this policy periodically to stay informed about how we handle your data.
3. **Policy Effectiveness:** The updated policy becomes effective immediately upon its publication on our website. Your continued use of our services after any changes indicates your acceptance of the updated policy.

We're committed to maintaining transparency and providing you with clear information about how we manage your data. Should you have any questions or require clarification about updates to this policy, please reach out to us using the contact information provided.

CONTACT US

For any inquiries, questions, or concerns regarding this Data Protection Policy or our data practices at the American Business Council of Botswana (ABC), please contact us at:

Email: info@abc.org.bw

We value your feedback and are committed to addressing any concerns you may have regarding the use and protection of your personal information. Our team will Endeavor to respond promptly and assist you with any queries related to this policy.

AGREEMENT

By utilizing the services provided by the ABC or providing your personal information, you acknowledge that you have read and understood this Data Protection Policy. You further indemnify and hold ABC harmless from any loss, damages, or injury that you may incur as a result fo furnishing incorrect or incomplete information to us. Your continued use of our services signifies your agreement to the terms and practices outlined herein.

ABC is committed to upholding the privacy and security of your data by ensuring compliance with the Botswana Data Protection Act. If you do not agree with any aspect of this policy, we kindly ask that you refrain from using our services or from providing your personal information.