

## DATA AND PRIVACY POLICY

Effective date: Tuesday, 29th day of August 2023.

### 1. INTRODUCTION

Welcome to Smartscifrika Science Comms & Mentorship Foundation (“us”, “we”, or “our”) operates smartscifrika.com (hereinafter referred to as “Service”).

Our Privacy Policy governs your visit to smartscifrika.com, and explains how we collect, safeguard, and disclose information (data) that results from your use of our Service.

PLEASE NOTE: By using our Service, you hereby agree to the collection and use of your information (data) in accordance with our policy.

Our Terms and Conditions (“Terms”) govern all use of our Service and together with the Privacy Policy constitutes your agreement with us (“agreement”). Unless, otherwise defined in this Privacy Policy, the terms used in this Privacy Policy have the same meanings as in our Terms and Conditions.

### 2. DEFINITIONS

“SERVICE” means the smartscifrika.com run by Smartscifrika Science Comms & Mentorship Foundation.

“DATA CONTROLLER” means a natural and/or legal person who (either alone or jointly or in common with other persons) determines the purposes for which and the way any personal data are, or are to be, processed. We are a Data Controller of your data.

“DATA PROCESSORS” means any natural and/or legal person (called Service Providers) who processes your data on our behalf. Our relationship is usually governed by a written contract. We may use the services of various Service Providers to process your data more effectively.

“DATA SUBJECT” is any living individual who is the subject of Personal Data.

“THE USER” is the individual using our Service.

For clarity, the User corresponds to the Data Subject, who is the subject of Personal Data.

### 3. INFORMATION COLLECTION AND USE

We collect several different types of information for various purposes to provide and improve our Service to you.

### 4. TYPES OF DATA COLLECTED

We may ask you to provide us with your data while using our Service. This includes certain personally identifiable information that can be used to contact or identify you such as your email address (“personal data”) such as sex, age, date of birth, place of birth, passport details, citizenship, registration at place of residence and actual address, telephone number (work, mobile), details of documents on education, qualification, professional training, employment agreements, NDA agreements, information on bonuses and compensation, referrals, banking account details,

information on marital status, family members, social security (or other taxpayer identification) number, office location and other data. We may also collect information, automatically either generated using Service or from Service infrastructure itself, that your browser sends whenever you visit our Service or when you access Service by or through any device such as your computer's Internet Protocol address and other diagnostic data ("usage data"). We may use and store information about your location if you give us permission to do so ("Location Data").

## 5. USE OF DATA COLLECTED

SmartsCIFRIKA Science Comms & Mentorship Foundation uses the above categories of collected data for various purposes:

- 0.1. to provide and maintain our Service and its features.
- 0.2. to provide customer support.
- 0.3. to carry out our obligations and enforce our rights arising from any contracts entered between you and us, including for billing.
- 0.4. to monitor the usage of our Service and to gather analysis or track valuable information so that we can improve our Service. We use cookies and other tracking technologies such as beacons, tags, and scripts. At all times, you may instruct your browser to refuse all cookies such as session cookies, preference cookies, security cookies, advertising cookies, etc. or to indicate when a cookie is being sent. Also, you can enable or disable location services when you use our Service at any time by way visiting the Preferences and/or Settings page of your web browser on your device. However, if you do not accept our cookies or disable location services, you may not be able to access nor use some portions of our Service.
- 0.5. in any other way we may describe when you provide the information or to fulfil any other purpose for which you provided it.
- 0.6. to allow you to participate in interactive features of our Service when you choose to do so.
- 0.7. to detect, stop and address technical issues.
- 0.8. to comply with regulations, rules and legal-related compliance obligation(s)
- 0.9. to provide you with notices about your account and subscription, unless, you have opted not to receive such information by making a request via mail to [info@smartsCIFRIKA.com](mailto:info@smartsCIFRIKA.com).
- 0.10. to notify you about changes to our Service
- 0.11. to provide you with news, special offers and general information about other goods, services, and events which we offer that are like those that you have already purchased or enquired about and other information that may be of interest to you via newsletters, marketing, or promotional materials, unless you have opted not to receive such information by following the unsubscribe link.
- 0.12. for any other purpose but with your informed, prior, freely given and unambiguous consent.

## 6. RETENTION OF DATA

We will retain your Personal Data only for as long as is necessary for the purposes set out in this Data and Privacy Policy. We will retain your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), and strictly enforce terms of legal agreements, principles and policies.

We will also retain Usage Data for internal analysis purposes. As compared with other categories of data, usage Data is generally retained for a shorter period, except when this data is used to strengthen the security or to improve the functionality of our Service, or we are legally obligated to retain this data for longer time periods.

## 7. TRANSFER OF DATA

Your information, including Personal Data, may be transferred to, and maintained on, computers and systems located outside of your state or governmental jurisdiction where the data protection laws may differ from those of your jurisdiction.

If you are located outside Nigeria and choose to provide information to us, please note that we may transfer and process the data, including Personal Data, to Nigeria.

Your consent to this Privacy Policy including your submission of your information represents your agreement to that transfer.

Smartscifrika Science Comms & Mentorship Foundation will take all the steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to any organization or any country unless there are adequate controls in place including the security of your data and other personal information.

## 8. DISCLOSURE OF DATA

We may disclose your information in the following circumstances:

- 0.1. to our subsidiaries and affiliates, especially in a merger, acquisition, or asset sale.
- 0.2. to contractors, service providers, and other third parties we use to support our business.
- 0.3. to fulfill the purpose for which you provide it.
- 0.4. for the purpose of including your company's logo on our website.
- 0.5. for any other purpose disclosed by us when you provide the information.
- 0.6. if we believe disclosure is necessary or appropriate to protect the rights, property, or safety of the Company, our customers, or others.
- 0.7. if it is mandated under Law
- 0.8. if it is with your informed, freely given and unambiguous consent in any other cases.

## 9. SECURITY OF DATA

The security of your data is important to us but remember that no method of transmission over the Internet or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

## 10. GENERAL DATA PROTECTION REGULATION (GDPR) RIGHTS

Smartscifrika Science Comms & Mentorship Foundation always takes reasonable steps to allow you to correct, amend, delete, alter or specifically limit the use of your Personal Data.

In certain circumstances, you have the following data protection rights:

- 0.1. the right to access, update or to delete the information we have on you.
- 0.2. the right of rectification. You have the right to have your information rectified if that information is inaccurate or incomplete.
- 0.3. the right to object. You have the right to object to our processing of your Personal Data.
- 0.4. the right of restriction. You have the right to request that we restrict the processing of your personal information.
- 0.5. the right to data portability. You have the right to be provided with a copy of your Personal Data in a structured, machine-readable, and commonly used format.
- 0.6. the right to withdraw consent. You also have the right to withdraw your consent at any time where we rely on your consent to process your personal information.

As a resident of the European Union (EU) and European Economic Area (EEA), your rights are majorly covered by GDPR. Even though you might not be a resident, we always abide by GDPR data protection and privacy standard.

Please note: If you wish to be informed about your Personal Data in our custody and if you want it to be removed from our systems, please email us at [info@smartscifrika.com](mailto:info@smartscifrika.com). We may not be able to provide our service without some necessary data. If you have any complaint(s), kindly promptly inform us. You have the right to complain to a Data Protection Authority about our collection and use of your Personal Data. For more information, please contact your local data protection authority within applicable Area and/or applicable jurisdiction.

## 11. OTHER ADDITIONAL/RECOGNISED DATA PROTECTION RIGHTS

In recognition of your data protection rights:

- 0.1. Users can visit our site anonymously.
- 0.2. Our Privacy Policy link includes the word “Privacy” and can easily be found on the home page of our website.
- 0.3. Users will be notified of any privacy policy changes on our Privacy Policy Page.

0.4. Users can change their personal information by emailing us at [info@smartscifrika.com](mailto:info@smartscifrika.com).

0.5. Users requesting to be informed on what personal information we have about them will receive in return:

0.5.1. The categories of personal information we have collected about you.

0.5.2. The categories of sources from which we collect your personal information.

0.5.3. The business or commercial purpose for collecting or selling your personal information.

0.5.4. The categories of third parties with whom we share personal information.

0.5.5. The specific pieces of personal information we have collected about you.

0.5.6. A list of categories of personal information that we have sold, along with the category of any other company we sold it to. If we have not sold your personal information, we will inform you of that fact.

0.5.7. A list of categories of personal information that we have disclosed for a business purpose, along with the category of any other company we shared it with.

Please note: You are entitled to ask us to provide you with this information up to two times in a rolling twelve-month period. When you make this request, the information provided may be limited to the personal information we collected about you in the previous twelve months.

## 12. DELETION OF YOUR DATA

If you make a request, we will delete the personal information we hold about you as of the date of your request from our records and direct any service providers to do the same. If you choose to delete your personal information, you may not be able to use certain functions that require your personal information to operate.

Please note: In some cases, deletion may be accomplished through a de-identification of the information.

## 13. SELLING AND RENTING YOUR DATA

We don't sell or rent your personal information to any third parties for any purpose. We do not sell your personal information for monetary consideration.

Please note: Under some circumstances, a transfer of personal information to a third party, or within our family of companies, without monetary consideration may be considered a "sale" or "rent". If activities are subsequently classified as "selling" or "renting", according to such perspective, you may request disclosure or deletion at any time. If you submit a request via email to [info@smartscifrika.com](mailto:info@smartscifrika.com) to stop selling or renting your personal information, we will stop making sale or rent. However, it may impact your experience with us as you may not be able to participate in activities which require your personal information to function. But in no circumstances, we will discriminate against you for exercising your rights.

#### 14. SERVICE PROVIDER(S)

We may employ third party companies and individuals to facilitate our Service (“Service Providers”), provide Service on our behalf, perform Service-related services, or assist us in analyzing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

#### 15. ANALYTICS

We may use third-party Service Providers to monitor and analyze the use of our Service.

#### 16. CI/CD TOOLS

We may use third-party Service Providers to automate the development process of our Service.

#### 17. ADVERTISING

We may use third-party Service Providers to show advertisements to you to help support and maintain our Service.

#### 18. BEHAVIORAL REMARKETING

We may make use of remarketing services to advertise on third party websites to you after you visited our Service. We and our third-party vendors may use cookies to inform, optimize and serve advertisement based on your past visits to our Service.

#### 19. PAYMENTS

We may provide paid product(s) and/or service(s) within Service. In that case, we use third-party services for payment processing (e.g., payment processors).

We will not store or collect your payment card details. That information is provided directly to our third-party payment processors whose use of your personal information is governed by their Privacy Policy. These payment processors adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, Mastercard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of payment information.

#### 20. LINKS TO OTHER SITES

Our Service may contain links to other sites that are not operated by us.

Please note: If you click a third-party link, you will be directed to that third party’s site. We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services. Therefore, we strongly advise you to review the Data and Privacy Policy of every site you visit.

## 21. CHILD(REN)'S PRIVACY

Our Services are not intended for use by child(ren) under the age of 18 (“Child” or “Children”).

We do not knowingly collect personally identifiable information from Child(ren) under 18. If we become aware that we have collected Personal Data from a Child(ren) without verification of his/her/their parent(s)’ or guardian(s)’ informed, freely given and unambiguous consent, we immediately initiate steps to remove the same from our servers.

Please note: If you become aware that a Child (minor) has provided us with Personal Data, please contact us.

## 22. AMENDMENTS

We may update our Data and Privacy Policy from time to time. We will notify you of any changes by posting the new Data and Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update “effective date” at the top of this Data and Privacy Policy.

You are advised to review this Data and Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted especially via [smartsCIFRIKA.com](http://smartsCIFRIKA.com).

## 23. CONTACT US

If you have any questions about this Data and Privacy Policy, please contact us by email: [info@smartsCIFRIKA.com](mailto:info@smartsCIFRIKA.com).

Approved as at Tuesday 29th day of August, 2023.

Trustee:

Aidangbe J.E.....

Trustee:

Philomena E.E.....