

	<b>Website Privacy Notice</b>	DOC	BAC
		EFF	01 October 2023
		V	

## Website Privacy Notice

### 1. Overview

1.1 As a data controller the Botswana Accountancy College (BAC) is committed to safeguarding and maintaining the privacy of your personal information as governed by the Data Protection Act of 2018.

1.2 This privacy notice applies to the College's website; <https://www.bac.ac.bw/> and by choosing to continue to use this website, you agree to the College's collection and use of your personal information and non-personal information.

1.3 For the College to provide services effectively and efficiently, it is necessary that it collects and uses personal information of its website visitors.

1.4 This privacy notice describes the College's norms with regards to the collection and use of your personal data obtained through its website.

1.5 By interacting with the College's website and providing the College with your personal information, you are accepting the terms of this privacy notice.

### 2. How does the College collect your personal data?

2.1 The College collects and processes two types of information through its websites:

2.1.1 information voluntarily provided by you in order to receive requested information and/or services.

2.1.2 information automatically collected upon your navigation of the College's websites:

- a. The Internet Protocol (IP) address and name of the Internet domain you used to access the Internet
- b. The URL of the website from which you linked directly to the College's website
- c. The date and time you accessed the website
- d. The web browser and operating system you used to access the College's website.

- 2.1.3 Information collected from third parties: At times the College will obtain personal data from these third parties. The College works with third parties, including:
  - a. External service providers
  - b. business partners
  - c. stakeholders
- 2.1.4 Third parties should explain to you in what circumstances your information will be shared with the College.
- 2.1.5 Where the law allows the College, will notify you when it receives information about you from third parties and explain the purposes for which the information will be used.

### **3. How does the College use your personal data?**

- 3.1 The College will process your information consistent with the consent you have provided, for purposes of BAC's legitimate interests or to fulfil legal obligations.
- 3.2 The College will process your personal data to achieve the following:
  - a. To support educational operations, manage research and administrative needs of the College, stakeholders, and the community at large
  - b. To maintain and improve services the College delivers to you
  - c. To understand how people use its services so it can provide you with better user experience
  - d. To detect, prevent or otherwise address fraud, abuse, security or technical issues with its services

### **4. How is information shared?**

- 4.1 The College will not share your personal data with any other individuals or third party except in the following circumstances:
  - a. **Consent.** The College may share your information with third parties if it has your consent
  - b. **Service Providers.** The College enters into contracts with third parties to support its operations. In such cases, the College may share your information with such third parties who are obligated to safeguard the information in the same manner as the College.
  - c. **Required by Law.** The College will share your information with third parties to the extent it is required to do so by law, court order, or subpoena.

## **5. What should you understand about third-party links that may appear on this website?**

- 5.1 The BAC websites may contain links to third-party websites which may operate independently from this website.
- 5.2 If you decide to use these links, you will leave the College's website and may allow third parties to collect or share data about you
- 5.3 If you decide to leave the College's website, you are strongly advised to read the privacy notice of every website you visit as BAC's policies will no longer govern your personal information.

## **6. How long does the College retain personal information?**

- 6.1 The College will only retain your personal data in accordance with its Records Retention and Disposal Schedule, for as long as necessary to fulfil the purposes it collected the data for, including for the purposes of satisfying any legal or accountability requirements.
- 6.2 There are instances where the College will anonymize your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case the College may use this information indefinitely without further notice to you.

## **7. What are your rights under the data protection legislation?**

- 7.1 Under the data protection law you have the following rights:
  - a. Request access to your personal data (commonly known as a "data subject access request")
  - b. Request correction of the personal data that the College hold about you
  - c. Request erasure of your personal data. This enables you to the College to delete or remove personal data where there is no good reason for continued processing.
  - d. Object to processing of your personal data especially where the processing is relying on a legitimate interest (or those of a third party)
  - e. Withdraw consent at any time where the College is relying on consent to process your personal data.

## **8. Use of Cookies**

- 8.1 This website uses cookies.
  - a. What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit the College's website, it may collect information from you automatically through cookies.

b. How does the College use cookies?

The College uses cookies in a range of ways to improve your experience on its website, including but not limited to:

- Understanding how you use its website
- Keeping you signed in

c. Managing cookies

You can set your browser not to accept cookies, and the website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result of your choice.

## 9. How to contact the College

9.1 Please contact us with any requests related to your personal information, or with any questions or queries you may have about this statement. Our email address is [records@bac.ac.bw](mailto:records@bac.ac.bw)

9.2 If you are not satisfied with how the College manages your personal data, you have the right to make a complaint to the Information and Data Protection Commission.

## 10. Review of privacy notice

10.1 The College may review this privacy notice from time to time to meet personal data requirements.

**Gaborone Campus.**  
Plot 50661, Fairgrounds Office Park.  
Private Bag 00319, Gaborone.

**Francistown Campus.**  
Plot 31403, Moffat Street  
Private Bag 137, Francistown