

1. General Data Protection Notice

This privacy policy will explain how our organization uses the personal data we collect from you.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

2. What data do we collect?

Our Company collects the following data:

- Personal identification information (Name, email address, phone number, date of birth, etc.)
- information relating to job application or employment such as race, gender, sex, marital status, national, ethnic or social origin, age, physical or mental health, well-being, religion, language and the education or the medical, financial, criminal or employment history.
- We may also gather information about your business, requirements and information to help us provide suitable products and services to you.

3. How do we collect your data?

You directly provide Our Company with most of the data we collect. We collect data and process data when you:

- Voluntarily offer your details to our team during onboarding process.
- You have applied for a job or contract role with us.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Are referred or introduced to our company via a third party recommendation.
- You have applied to be included on our supplier/vendor database.

Our Company may also receive your data indirectly from carefully selected sources.

Consent Principle – The consent for collection and processing of your personal data is based on the principle that you agree to freely give your specific, informed and unambiguous consent to us to collect and process such data.

Process Limitation – We commit that all personal data and information collected will be processed in accordance with the lawful purpose for which it was obtained.

4. How will we use your data?

Our Company collects your data so that we can:

- Create and manage your profile as a client/vendor/job applicant/employee.
- Open relevant accounts such as Pension, National Housing fund and Tax.
- Email you with memos, trainings and general updates for employees.
- Contact employees in the event of a query and respond to any questions or concerns You may have.
- for assessment, recruitment and career development opportunities.
- to administer the benefits and services to employees.
- for purposes of performance management, talent management and succession planning, remuneration and benefits; training and development; management statistics on employment.

5. How do we store your data?

Our Company securely stores your data in controlled physically storage, secure servers located at our offices and in the cloud. The following security precautions are taken to ensure that your personal data is not compromised in any way:

Access Control - Access to your personal data shall be restricted to approved active users and active user accounts only. Systems containing sensitive data are adequately protected from unauthorized access using breach prevention tools implemented on individual systems and various areas of our IT infrastructure.

Encryption - To the extent technically feasible all portable devices that contain personal data have encryption software installed on them to protect the contents. In addition, encryption is used when sending any personal data across public networks and wireless networks. Public networks include email and Internet access.

Data Disposal - Written and electronic records containing personal data shall be securely destroyed or deleted at the earliest opportunity in a manner that is consistent with legal requirements and our data retention policies.

6. What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Our Company erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Our Company’s processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: +2348100276566

Or write to us at: ndprcompliance@tseborapid.com

7. Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

A “persistent” cookie – this cookie is set once You have logged on to a website. The next time You visit the website, the persistent cookie will allow the website to recognise You as an existing user or registered user, so You will not need to log in before using the services.

A “session” cookie – this cookie is used to identify a visit to a website. Session cookies expire after a short time or when You close Your web browser.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, we do not use cookies on our website.

8. Privacy policies of other websites

Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

9. Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 23rd February 2021.

10. How to contact us

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: ndprcompliance@tseborapid.com

Call us: +234 (0)1 34 28 304

Or write to us at:

**TseboRapid Nigeria Ltd
8A Ogunyemi Road, Oniru,
Victoria Island,
Lagos, Nigeria**

11. How to contact the Regulatory Authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Nigerian Information Technology Development Agency (NITDA) using the details below.

Email: info@nitda.gov.ng

Tel: +234 92 920 263, +2348168401851, +2340752420189

Address: 28, Port Harcourt Crescent,
Off Gimbiya Street,
P.M.B 564, Area 11 Garki,
Abuja, Nigeria.