

## PRIVACY POLICY

### INTRODUCTION

We are committed to protecting and respecting your privacy.

This Privacy Policy will help you better understand how we collect, use, and share your personal information. If we change our privacy practices, we may update this privacy policy. If any changes are significant, we will let you know through this website or by email.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting [www.ihrsl.com](http://www.ihrsl.com) and using our services, you are accepting and consenting to the practices described in this policy.

By accepting this Policy you are also certifying that you are of the legal age of majority in the jurisdiction where you reside. If you have not yet reached the age of majority you may not use our Services.

In this privacy policy IHRSL means The Institute of Human Resources Sierra Leone. For simplicity, throughout this notice “we”, “our” and “us” refer to iHRSL.

### What personal information do we collect from you?

Personal information is any content about an individual from which that person can be identified. It does not include personal information that has been encoded or made anonymous. We only collect personal information relevant to the type of interaction you have with IHRSL.

When registering on our site, as appropriate, you may be asked for contact details, identity data (such as name, date of birth and gender), profile data (such as username and password), technical data (such as internet protocol, login data, browser type) or financial data (such as payment card details, bank account details) and search queries data.

### When do we collect information?

We collect information from you when you register on our site, make a request or enquiry, participate in our surveys and research, subscribe to a newsletter, fill out a form or enter information on our site.

### How is your Personal Information Collected?

We use different methods to collect data from and about you including through:

- **Direct interactions.** – when you make direct contact with us when you register as a iHRSL member, during your membership with us, for enquiries or participation in our events and activities, you may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise.
- **Automated technologies or interactions.** As you interact with our website we may automatically collect technical data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies.
- **Third parties or publicly available sources.** We may receive personal data about you from various third parties and public sources such as our business delivery partners, sponsors, and event organisers.

### How do we use your information?

We may use such information in the following ways:

- To register or renew you as a member.
- To personalise your experience on our site and to allow us to deliver the type of content and services in which you are most interested.
- To improve our website in order to better serve you.
- To allow us to better service you in responding to your requests.
- To enable you participate in a survey, research, promotion or other site feature.
- To quickly process your requests and transactions.
- To send periodic emails regarding your requests, our services and activities.

### Sharing Your Data

We are a Sierra Leonean company, but we work with and process data about individuals across the world. To operate our business, we may send your personal information outside your place of residence or business operations. This data may be subject to the laws of the countries where we send it. When we send your information across borders, we take steps to protect your information, and we try to only send your information to countries that have strong data protection laws. If you would like more information about where your information might be sent, please contact us.

We may share your personal information with any member of our group. We may share your information with selected third parties,

iHRSL may use third party service providers to deliver some services to you and we may share personal information with such service providers. These third-parties have access to your personal information only to perform tasks for which they have been contracted to perform on our behalf and are obligated not to disclose or use it for any other purpose. We require any company with which we share personal information to protect that data in a manner consistent with this privacy policy

We will only share data with third parties for their own purposes where you have given your specific consent that we may pass that data to a third party for their direct mar

### **How we use "cookies"**

We use cookies and similar tracking technologies on our website and when providing our services.

Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's or service provider's systems to recognise your browser and capture and remember certain information. They are used to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser (like Internet Explorer) settings. Each browser is a little different, so look at your browser's Help menu to learn the correct way to modify your cookies.

If you disable cookies, some features will be disabled It will turn off some of the features that make your site experience more efficient and some of our services will not function properly.

### **How do we protect the information we receive?**

Our site is reviewed on a regular basis for security vulnerabilities in order to make your visit to our site as safe as possible.

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential.

The IHRSL will not supply your details to any organisation for marketing purposes.

We provide paid products and/or services on our Website. 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.

IHRSL may disclose Personal Information under special circumstances such as to comply with a court order or when your actions violate the Terms of Service.

### **Correction of your personal information.**

You have the right to request any information we hold is corrected if it is inaccurate. To ask for your information to be amended, please update your online account, or contact us.

### **How long is Personal Data kept?**

We will only keep personal data for as long as is necessary for the purpose for which it was collected.

### **Use of our services by Children**

Our website is not intended for the use of children under the age of fifteen. We ask that children do not provide personal information through our website. If we become aware that we have collected the information of a child, we will delete that information from our records.

### **Third party websites**

Our site may contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **Changes to the Policy**

We may revise this policy from time-to-time. The most current version will govern our use of your information and will always be displayed at [www.ihrsl.org/privacy-policy](http://www.ihrsl.org/privacy-policy).

Your continued use of this Website after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

### **Contacting Us**

If there are any questions regarding this privacy policy you may contact us on [contact@ihrsl.org](mailto:contact@ihrsl.org)

*Last update: November 2020*