



## Privacy Policy

### Privacy Statement FAQ:

<b>Who will use my data?</b>	<b>Horizon West Africa Ltd</b>
What for?	We will store and process your data in order to allow us to maintain your account, send updates, send offer details, process and store your transaction details, and provide customer support to you.
What will happen?	We will use your information to send you information, offers and other updates that we think you will be interested in.
What data will be stored?	We will store your registration details, usage info, transactions details, and any preference information we collect as part of you visiting our website.
What data will be shared?	We will only share your information with any regulator or legal body that requests it.
How long?	Your data will be stored for 3 years after your last contact with us, after which time.
Who can access my data?	We will never sell, share or otherwise distribute your data to any other third party.
How is my data kept secure?	We will store your data on secure UK based servers which will be processed in the UK.

### Privacy Statement

We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us. We will never sell, share or use your personal information other than as described here.

### **About This Privacy Policy**

This policy sets out how we will use and share the information that you give us. This policy describes your relationship with Horizon West Africa Ltd.

### **Who We Are and How to Contact Us**

Horizon West Africa Ltd is a Limited Company who is registered in Nigeria and Mali. The data controller is Tom Watts. You can get in touch with us in any of the following ways:

Email: [info@horizonwestafrica.org](mailto:info@horizonwestafrica.org)

Website: [www.horizonwestafrica.org](http://www.horizonwestafrica.org)

### **How to change your preferences**

You can visit the Horizon West Africa Ltd website ([www.horizonwestafrica.org](http://www.horizonwestafrica.org)) to contact us to change your preferences at any time.

### How we operate

We operate in line with EU GDPR (May 2018) data protection guidelines. We are committed to maintaining your personal rights and allow all users to change or withdraw their opt-in options at any time. We will also advise you on how to complain to the relevant authorities, namely the Information Commissioner's Office.

This policy helps to protect us from data security risks, including:

- Breaches of confidentiality. For instance, information being given out inappropriately;
- Failing to offer choice. For instance, all individuals should be free to choose how the company uses data relating to them;
- Reputational damage. For instance, the company could suffer if hackers successfully gained access to sensitive data.

### Who this privacy policy applies to

Horizon West Africa Ltd is a Security, First Aid, Pre-hospital trauma care and health and safety services and training company. This policy relates to customers of Horizon West Africa Ltd. Processing of your data is required in order to offer you these services. This policy applies to individuals who have registered with Horizon West Africa Ltd as either a customer, user, administrator or in any other capacity.

It applies to all data that the company holds relating to identifiable individuals, even if that information technically falls outside of the DPA and GDPR. This can include:

- Names of Individuals;
- Postal addresses;
- Email Addresses;
- Telephone numbers;
- any other personal information relating to individuals.

### What this policy applies to

This section describes the lawful basis for processing your data and applies to the information about yourself that you choose to provide us with or that you allow us to collect. This includes (as a customer):

- Information you provide during the enquiry and registration process;
- Information we collect about how you use the website;
- Information relating to bookings, purchases, and other transactions;
- Information given and stored as part of our ongoing relationship;

### How your information will be used

We will only use your personal data for the purposes for which we collected it and as you would reasonably expect your data to be processed and only where there is a lawful basis for such processing, for example:

Purpose/Activity	Type of data	Lawful basis for processing
Enquiry and/or registry as a new customer	(a) Identity, (b) Contact	Performance of a contract with you

To process and deliver the products and services, you request including managing payments, fees and charges, and to collect and recover money owed to us	(a) Identity, (b) Contact, (c) Financial, (d) Transaction, (e) Marketing and Communications	(a) Performance of a contract with you, (b) Necessary for our legitimate interests to recover debts owed to us
To manage our ongoing relationship with you which will include notifying you about changes to our terms, products and services, or privacy policy, to maintain our records	(a) Identity, (b) Contact, (c) Profile, (d) Marketing and Communications	(a) Performance of a contract with you, (b) Necessary to comply with a legal obligation, (c) Necessary for our legitimate interests to keep our records updated and to study
To administer and protect our business and our site (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity, (b) Contact, (c) Technical	(a) Necessary for our legitimate interests for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise, (b) Necessary to comply with a legal
To deliver relevant content and advertisements to you and measure and understand the effectiveness of our advertising	(a) Identity, (b) Contact, (c) Profile, (d) Usage, (e) Marketing and Communications, (f) Technical	Necessary for our legitimate interests to study how customers use our products/services, to develop them, to grow our business and to
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Technical, (b) Usage	Necessary for our legitimate interests to define types of customers for our products and services, to keep our site updated and relevant, to develop our business and to
To make suggestions and recommendations to you about goods or services that may be of interest to you	(a) Identity, (b) Contact, (c) Technical, (d) Usage, (e) Profile	Necessary for our legitimate interests to develop our products/services and grow our business

We may collect and process information about you, including your name, date of birth, address, contact details (including email address and mobile phone number), purchase history and data collected as part of any finance application or payment (including previous addresses, employment details and bank account details). We may take personal information from:

- Information that you provide to us when enquiring or registering with us (including your email address);
- Information that you provide when completing course documentation (including your name, gender, date of birth and any educational details and employment details you provide);
- Information that you provide to us when signing up to any distribution lists to receive correspondence from us;
- Information relating to any purchases you make of our products or services, including any other transaction details (including your address, telephone number and payment details)

Personal data we receive will be used for the purposes it was provided, including:

- To respond to queries from you regarding the possible purchase of goods or services;
- To carry out our obligations arising from any contracts entered into between you and us including provision of services, and to respond to queries from you regarding those contracts;
- To manage and administer the relationships between you and us;

- To notify you about changes to our services and to otherwise communicate with you; for example, we will use your contact details in order to respond to any queries that you submit to us; and
- To obtain feedback from you regarding us.

In accordance with your preferences, we may also use your personal information to provide you with information about goods, services, promotions and offers that may be of interest to you. We may use your personal information in order to ascertain the products, services, promotions and offers that are likely to be of particular interest to you. This document explains how you can change whether to receive this information. Please note that, even if you choose not to receive this information, we may still use your personal information to provide you with important services communications, including communications in relation to any purchases you make.

### **Scope of Agreement**

By submitting your personal data, you are affirming your agreement for such information to be used in accordance with this privacy policy. You will be able to change your preferences at any time by the methods described.

You can also choose to object to processing at any time. We respect all user rights as defined in GDPR. If you have any comments or wish to complain please visit Horizon West Africa Ltd or contact us at any time.

### **How we store and process your data**

Your data will be stored for 3 years after your last contact with us. In order to provide updates and offers that may be of interest to you we use recognised third parties to take payment, manage our company accounts and provide banking services. We will store transactions, payment and order data for up to 7 years or for as long as required by UK financial and company regulations. These third parties may operate outside the EU.

### **How to change your preferences**

We operate in line with EU GDPR (May 2018) data protection guidelines. We respect your rights and will respond to any request for access to personal information and requests to delete, rectify, transfer, data and to stop processing. We will also advise you on how to complain to the relevant authorities, namely the Information Commissioner's Office. Any requests or objections should be made in writing to the Data Controller or you can visit our website, call, or email us to contact us to change your preferences at any time.

### **Our obligations**

We are a data controller. In relation to the information that you provide to us, we are legally responsible for how that information is handled. We will comply with the Data Protection Act 1998 and the GDPR (2018) in the way we use and share your personal data. Among other things, this means that we will only use your personal data:

- Fairly and lawfully;
- As set out in the legislation and this policy;
- To the extent necessary for these purposes;
- We will take steps to ensure your data is accurate and rectify data as necessary.

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data;
- Request correction of your personal data;
- Request erasure of your personal data;
- Object to processing of your personal data;
- Request restriction of processing your personal data;

- Request transfer of your personal data;
- Right to withdraw consent.

You can see more about these rights at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

### **Third Parties**

We may have to share your personal data with the parties set out below for the purposes described in this document:

- Awarding Organisations and Accreditation Bodies;
- Service providers who provide IT and system administration services;
- Professional advisers including lawyers, bankers, auditors and insurers who provide consultancy, credit scoring, banking, legal, fraud protection, insurance and accounting services;
- Federal Inland Revenue Services (FIRS) Nigeria, General Tax Directorate Mali, regulators and other authorities based in both Nigeria and Mali, and other relevant jurisdictions who require reporting of processing activities in certain circumstances;
- Third parties to whom we sell, transfer, or merge parts of our business or our assets.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

### **Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We will report any breaches or potential breaches to the appropriate authorities within 24 hours and to anyone affected by a breach within 72 hours. If you have any queries or concerns about your data usage, please contact us.

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

### **Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site.

Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

As well as your ability to accept or reject cookies, we also require your permission to store cookies on your machine, which is why when you visit our site, you are presented with the ability to accept our terms of use, including the storage of cookies on your machine. Should you not accept then you are free to leave our website, at any time.

### **Legitimate Interests**

Under the Data Protection Act, we are also permitted to share some information with third parties who use such data for non-marketing purposes (including credit and risk assessment and management, identification and fraud prevention, debt collection and returning assets to you).

### **Contacting us, exercising your information rights and Complaints**

If you have any questions or comments about this Privacy Policy, wish to exercise your information rights in connection with the personal data you have shared with us or wish to complain, please contact us. We will process requests within 20 days. We fully comply with Data Protection legislation and will assist in any investigation or request made by the appropriate authorities.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House Water Lane Wilmslow Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)  
Wycliffe House