

TheBoardroom Africa – Privacy Policy

Introduction

This Privacy Policy sets out how we collect, use and protect the personal information of our members (candidates), partners, clients, other stakeholders, and or all who choose to use our website, or any other platforms provided by TheBoardroom Africa (TBrA). The policy protects parties during the delivery of our Search Services, Training & Development (covering in-class training, virtual training, coaching and mentoring), Consulting and Board Assessment services, including the use of this website www.theboardroomafrica.com. 'Personal information' is defined as any information which identifies you or another person, or that which is capable of doing so.

This policy applies to:

Members (Candidate): individuals who have gone through TBrA's vetting process to be members of the network and have as a result provided personal and biographical information with the intent of being availed to board opportunities or being matched to them as they arise.

Client: a business, firm, government body or individual that uses any of our services in the long or short-term

Partners: a business, firm, government body or individual that uses our services but has also established a long-term partnership agreement with TBrA to collaborate on programs and events beyond simple b2b service provision.

Attendee: an individual that attends one of our events

Subscriber: an individual that has subscribed to TBrA marketing materials, including our Newsletters, online publications, and other content delivered electronically

theboardroomafrica.com (the "Website") is owned by TheBoardroom Africa Ltd, a private limited company registered in Mauritius with company number 149988 and registered at 6th Floor, Tower A, 1 CyberCity, Ebene, Mauritius.

Please take the time to read this Privacy Policy, which is part of our Terms and Conditions. If you have any questions about this Privacy Policy or our use of your information you can contact us via email at info@theboardroomafrica.com or by writing to us at 6th Floor, Tower A, 1 CyberCity, Ebene, Mauritius. You also have the right, however, to make a complaint to the relevant Supervisory Authority about our use of your information.

About Our Privacy Policy

We take your privacy seriously and are committed to maintaining the privacy and security of information you provide to us, and the choices you have regarding our collection and use of your information. This Privacy Policy applies to information we collect about you through your communication with us or through our Website and other modes of online communication we would use to communicate or gather information from you. Therefore, by visiting our Website you are accepting and consenting to the practices described in this Privacy Policy.

We process your personal data on the basis that you have provided your consent for us to do so for the purposes set out below when you submitted your personal data to us. You may withdraw your consent to this processing at any time by contacting us via email at info@theboardroomafrica.com.

Our philosophy is to be respectful, relevant and appropriate in the managing of personal data, and how we contact you. We are mindful of your consent. If you do not feel we have observed this philosophy at any time, please do contact us at info@theboardroomafrica.com

This Privacy Policy may change from time to time and, if it does, the up-to-date version will always be available on our Website and available via email requests. Please note that by continuing to use our Website and engaging with us on other digital platforms you are agreeing to any updated versions.

Information We May Collect About You:

We may collect and process the following data:

Information you give to us

You may give us information about you by filling in forms (e.g. our 'Member Profile Form'), by contacting us via email, letter or telephone, by subscribing to our newsletter or by submitting a CV or other biographical information about yourself.

The information you give to us may include, but not limited to:

- your name and title;
- contact information, including telephone number and email address;
- information such as postcodes, and your preferences and interests; and employment details including and not limited to board service, date of birth, employment history, qualifications, etc.

Information we collect about you on our website

Each time you visit our Website, we may automatically collect the following information:

web usage information (e.g. IP address), your login information, browser type and version, time zone setting, operating system and platform; and information about your visit, including the full Uniform Resource Locators (URLs) clickstream to, through and from theboardroomafrica.com (including date and time); time on page, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks and mouse-overs).

Cookies

Our site may use a feature of your browser to set a "cookie" on your computer. Cookies are small packets of information that a web site's computer stores on your computer. The Operators' web sites can then read the cookies whenever you visit our site. We may use cookies in a number of ways, such as to save your password so you don't have to re-enter it each time you visit our site, to deliver content specific to your interests and to track the pages you've visited. These cookies allow us to use the information we collect to customize your experience so that your visit to our site is as relevant and as valuable to you as possible.

Most browser software can be set up to deal with cookies. You may modify your browser preference to provide you with choices relating to cookies. You have the choice to accept all cookies, to be notified when a cookie is set or to reject all cookies. If you choose to reject cookies, certain of the functions and conveniences of our web site may not work properly, and you may be unable to use those of the Operators' services that require registration in order to participate, or you will have to re-register each time you visit our site. Most browsers offer instructions on how to reset the browser to reject cookies in the "Help" section of the toolbar. We do not link non-personal information from cookies to personally identifiable information without your permission.

How We Will Use Your Information

1. For TBrA Services

- to respond to any query that you may submit to us;
- to perform our business services within our capacity as a network that connects Senior Executive women with Board opportunities, through training and development programs and our general Board Advisory services
- to contact you to advise of relevant Board positions
- to consider candidates for suitable Board positions, in partnership with our clients and partners
- for equality monitoring purposes, to understand the diversity of our applicants and clients. (This information is anonymised and aggregated)
- for information, including sending details about TBrA's offering, newsletters, Board related events and events targeting senior executive women, seminars and updates.

You may opt out of receiving informative materials by selecting the unsubscribe link at the bottom of any of our newsletters

2. For TheBoardroom Africa website

www.theboardroomafrica.com

- to ensure that our Website's content is presented in the most effective manner for you and your computer;
- to customise the Website according to your interests;
- to administer the Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey responses;
- to allow you to participate in interactive features of our service when you choose to do so;
- as part of our efforts to keep the Website safe and secure;
- to measure or understand the effectiveness of information we provide to you and others, and to deliver relevant information to you;
- to comply with the law;
- as we feel is necessary to prevent illegal activity or to protect our interests.

Disclosure of Your Information:

We will share your personal information within TheBoardroom Africa, and where required, with third parties, your information will not be shared with third parties without your prior consent.

When we share your information with third parties they will process your information as either a data controller or as our data processor and this will depend on the purposes of our sharing your personal data. We will only share your personal data in compliance with the applicable data protection legislation.

We may disclose your information to third parties when:

- you specifically request this, such as when you submit information to enquire about suitable Board positions or submit applications via email or other TBrA managed online platforms;
- you indicate your willingness for us to share your profile as part of our service to promote you amongst your peers and potential clients
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation or to protect the rights, property or safety of the Website, our customers, or others.

The third parties include:

- business partners, clients, suppliers and sub-contractors for the performance of any contract we enter into with them or you; and analytics and or online license providers that assist us in the improvement and optimisation of the data.
- Our membership
- We may share some broader statistics on our member base with third parties and other carefully selected partners. We will not rent or sell our user's details to any other organisation or individual.

Storage of Your Personal Data

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

We follow strict security procedures as to how your personal information is stored and used, and who sees it, to help stop any unauthorised person getting hold of it. All personal information you register with us by using our services or our Website will be located behind a firewall. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Unfortunately, the transmission of information via the internet is not completely secure and although we do our best to protect your personal data, we cannot guarantee the security of your data. So we cannot accept any liability for the loss, theft or misuse of the personal information which you have registered by using our services or on the Website if there is a security breach.

We will keep your information stored on our systems for as long as it takes to provide the services to you. We will not store your information for longer than is reasonably necessary or required by law.

Your Rights

Even if you have accepted the processing of your personal data, you have the right to ask us to stop processing your personal data. You can exercise this right at any time by contacting us at info@theboardroomafrica.com, if you're simply a newsletter subscriber you may simply opt out by selecting the 'Unsubscribe' link on any marketing email.

The Website may, from time to time, contain links to and from the websites of partners 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.

You are entitled to receive the personal data that you have provided to us in a structured, commonly used and machine-readable format, and to transmit that data to another data controller. You can exercise this right by contacting us at info@theboardroomafrica.com.

Contact Us

Questions, comments and requests regarding this Privacy Policy should be addressed to:

Data Protection Officer
TheBoardroom Africa Ltd
6th Floor, Tower A,
1 CyberCity, Ebene,
Mauritius

Email address: info@theboardroomafrica.com

Telephone number: +233 (0)200.720.072