

## Privacy Policy

RichAfrica Consultancy is committed to protection of your personal information. This Privacy Policy will describe our practices regarding the collection and use of your personal information which we collect and use as part of our business activities.

For the purpose of data protection laws, RichAfrica Consultancy is the data controller in respect to the personal information that we collect and use as part of hosting the Namibia International Energy Conference 2022 (NIEC2022).

**In summary: delegate contact information is NOT shared with third parties without your consent. Registrant information is primarily used to verify registration and notify you of similar events held by RichAfrica Consultancy in future. We may share your contact information with sponsors but only with your consent upon registering.**

### Collection of Information

We collect information you provide directly to us. For example, we collect information when you register for an event, fill out a form or otherwise communicate with us. The types of information we may collect include your email address, mail address and other contact or identifying information in order to register for our events. If you provide personal information to us regarding or related to a third party, then you confirm that you have the consent of the third party to share such personal information and that you have made the information in this Privacy Policy available to the relevant third party.

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## Use of Information

We use information about you for various purposes, including to:

- Provide, maintain and improve our Services;
- Provide and deliver the products and services you request, process transactions, and to send you related information, including confirmations and invoices;
- Send you technical notices, updates, security alerts and support and administrative messages;
- Respond to your comments, questions and requests and provide customer service.

## Sharing of Information

We do not share or sell your information to vendors or third parties. However for certain events you register for we do ask for your consent to share your contact information with sponsors who may wish to contact you regarding special promotions. Upon registering you will have the ability to opt out of such communications. You will have the opportunity to “opt-out” by following the unsubscribe instructions provided in the e-mail you receive.

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## Promotional Communications

We will periodically send you free newsletters and e-mails that directly promote our conferences, events and gatherings. When you receive newsletters or promotional communications from us, you may indicate a preference to stop receiving further communications from us – you will have the opportunity to “opt-out” by following the unsubscribe instructions provided in the e-mail you receive. Despite your indicated e-mail preferences, we may send you notices of any updates to our Terms of Service or Privacy Policy.

## How do we Obtain your Personal Information

As noted above, we collect information from you in the course of your use of the NIEC2022. For example, we collect information from you when you subscribe to our mailing list. We collect information from you when you contact or communicate with us (including through the website, by email, or otherwise). We collect your personal information while monitoring the Namibia International Energy Conference website. We gather information about you when you provide it to us, or interact with us directly, for instance engaging with staff or registering for an event.

## How do we use the Personal Information that we Collect

RichAfrica Consultancy collects personal information for the following principal purposes. The list below will state the purpose and the reason for the purpose of collecting your personal information.

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- To provide the NIEC2022 website to you
- To enrol you in our mailing list
- To register individuals for the conference events and other services
- To provide you with information about our products and services
- To communicate with you and to respond to your questions, inquiries, or concerns
- To administer and improve the NIEC2022 website
- To provide you with the invoice for the registration fees
- To prevent and detect fraud
- To protect and enforce our legal rights

### **Speaking at NIEC2022**

If you choose to speak at NIEC2022 (both live and recorded for further broadcasting), you will be required to provide a biography of your professional experience. RichAfrica Consultancy owns and maintains the copyright of the written resource, recordings of the programs, and any subsequent written materials provided with the program, including the submitted biographies.

### **Links to Other Websites**

NIEC2022 website may contain links to other sites such as our sponsors or media partners. These sites are not controlled by RichAfrica Consultancy and RichAfrica Consultancy is not responsible for any content contained on any such website. We are not responsible for the privacy practices employed by other sites, and the privacy practices employed by such sites may not be the same as RichAfrica Consultancy policies and practices.

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## Cookies

RichAfrica Consultancy uses cookies to manage our website and email programs. A cookie is a small file placed on your computer when you visit a website. Cookies are used to store information to manage your website experience such as your type of web browser. A cookie can also store preference information to customize your website experience. Cookies help us understand how consumers use our websites and emails so we can design better services in the future.

## Contact Us

If you have any questions about this Privacy Policy, please contact us at: [info@nieconference.com](mailto:info@nieconference.com)

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