






DATA PRIVACY POLICY
(DOC. NO: AKD-ICT-POL-02)

Rev. No.	Issue Date	Prepared By	Reviewed by	Approved By
00	03-Jul-2023	Daniel Ugwu (ICT) 	Chioma Omoruyi (QAQC) 	Daniel Ugwu (ICT) 

CHANGE(S)/AMENDMENT(S)

The change(s)/amendment(s) noted below have been made and approved by Management for issue.

Change/Amendment No.	Date	Page	Description of Change/Amendment
00	03-Jul-2023	All Pages	First issue

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TERMS AND DEFINITIONS

References in this policy to “we “or “us” are references to AKD Digital Solutions.

Reference in this notice to “personal data” means any information that identifies, or could reasonably be used to identify, a living individual, either on its own or together with other information.

GMD – Group Managing Director

IP – Internet Protocol

AKD Digital Solutions is a technology consulting firm that provides digital transformation solutions to businesses of all sizes.

HOW WE OBTAIN PERSONAL DATA

As a business organization, we frequently obtain personal data as part of our business activities. We may collect your personal data:

- in the course of our recruitment processes
- when you seek business services from us
- when you or your organization provides services as our vendor or business partner
- when you access our website(s)
- when you email us or contact us via our social media platforms or subscribe to any of our products and services.

SCOPE OF THE PERSONAL DATA WE COLLECT

The personal data that we collect, and process may include:

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- basic information such as name, employer, title, age, and relationship affiliations with a person or organization.
- contact information such as a physical address, email address, and phone number(s)
- technical information (including your IP address): Information obtained from a visit to our website.
- background information such as provided by you or collected by us as part of our recruitment processes.
- confidential information: provided to us by or on behalf of our clients or generated by us in the course of providing business services
- details relating to your visits to our offices; and/or
- any other information relating to you which you may provide to us.

HOW WE USE YOUR PERSONAL DATA

Whether we obtain your personal data directly from you or from a third party, we will only use your personal data in connection with our business activities (including the fulfillment of our business or regulatory obligations). These “Authorized Uses” may include:

- managing our business relationship with you or your organization, whether in connection with the delivery or procurement of goods and services or as your employer or former employer, including processing payments, accounting, billing and collection, and related services.
- acting in compliance with our business obligations.
- supervision of access to our offices, systems, and online platforms.
- complying with court orders and other business requirements.
- processing that is necessary for purposes of the reasonable interest of AKD Digital Solutions or third parties provided that such interests do not override your interests or your fundamental rights and freedoms; and
- for any purpose relating to the foregoing or for any purpose for which you provided the personal data to AKD Digital Solutions.

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If you have given us your express consent, we may process your personal data for additional purposes. *Please note that you may withdraw your consent at any time, you may so wish.* Ways in which we may process your personal data may include:

- communicating with you with respect to business developments, announcements, events, and our services that may be of interest to you.
- issuing reviews or marketing materials.
- gathering information regarding your preferences to improve the quality of our interaction with you, such as through website analytics or the tracking of our client publications; and
- any other purpose for which you have given consent.

SHARING YOUR PERSONAL DATA

AKD Digital Solutions is a global firm and a list of our offices, together with relevant contact information, may be found on our website. Irrespective of how we obtain your personal data, it may be shared among all the offices within AKD Digital Solutions. All our offices will always ensure at least a standard level of data protection is always in place. Where we share or transfer your personal data, we will do this in accordance with applicable data protection laws and will take appropriate safeguards to ensure its protection.

KEEPING YOUR PERSONAL DATA SECURE

We will take the appropriate technical and organizational measures against unauthorized or unlawful processing of your personal data and against accidental loss or destruction of, or damage to, your personal data in accordance with our internal security procedures covering its storage, access and destruction. Personal data may be stored on our own technology systems or those of our vendors or in paper files.

RETAINING YOUR PERSONAL DATA

We will delete your personal data when it is no longer reasonably required for the authorized uses or you withdraw your consent (whichever is applicable), provided that we are not legally required or otherwise authorized to continue to hold such data. We may retain your personal data for an additional period to the extent that deletion would require us to overwrite our automated disaster

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recovery backup systems or to the extent we deem it necessary to assert or defend business claims during any relevant retention period.

YOUR RIGHTS REGARDING YOUR PERSONAL DATA

In addition to your rights under applicable data protection legislation and where we are authorized or required by applicable law and by our business obligations, we will provide you, upon request, with a copy of your personal data and we will correct any errors identified by you. Except as provided above, we will not use your data for any automated decision-making or any profiling. You also have the right to be forgotten and to limit our processing of your personal data.

PRIVACY POLICY CHANGES

This Privacy Policy is effective from July 2023. We reserve the right to amend this Privacy Policy from time to time to reflect changing business requirements or our processing practices. Such changes will be operative upon the date any updated version of our Privacy Policy is uploaded to our website.

HOW TO CONTACT US

If you have any questions or concerns about our Privacy Policy, please contact:

Email: info@akd-digital.com

Tel: +234 702 600 0116