



## **NerdzFactory Company Limited Privacy Policy**

*Friday 21st February, 2025*

### **NerdzFactory Company and Our Role and Responsibilities to Your Privacy**

We are NerdzFactory Company, a social innovation and human capital development company leveraging technology to transform lives, businesses, and society. In compliance with the Nigeria Data Protection Act, 2023 (NDPA) and global data protection principles, we primarily qualify as a data controller. This means that we determine the purpose and manner in which we collect and process your data. In certain cases, we may also act as a data processor, carrying out specific processing activities with the personal data you provide.

If you are a customer, subscriber, service user, or visitor to our website, this privacy policy applies to you.

### **Your Responsibilities**

- Read this privacy policy carefully.
- If you are a consultant, contractor, vendor, or partner, please check relevant contracts as they may include additional terms on how we collect and process your data.
- If you provide us with information about other people, or if others give us your data, we will only use it for the specific purpose it was provided to us and related services or opportunities from our subsidiaries and partners after obtaining your explicit consent (see the “Affiliated Services” section of this policy). By submitting such information, you confirm that you have the right to authorize us to process it on your behalf.

### **A. Data We Collect**

We may collect and process the following personal data:

- Identity Information: Name, email, phone number, and address.
- Designation/Position: If applicable.
- Payment Information: For transactions processed securely.
- Program/Application Data: Information collected through forms or contracts.
- Technical Information: IP address, browser type, and analytics data.



## **B. When We Collect Your Data**

We collect your data when:

- You fill out our registration or application forms.
- You sign up for our newsletters, job ads, or services.
- We enter into contracts with you as a partner/vendor.
- You visit our offices or interact with us online.
- You engage with us on social media.

## **C. How We Use Your Data**

We use your data to:

- Process applications and transactions.
- Send updates about NerdzFactory (or partner) services and programs.
- Gather insights and improve our services and user experience.
- Comply with legal and regulatory obligations.

## **D. Where We Store Your Data**

All the platforms we use for data collection (see section F below) also come with data storage capabilities, which we readily employ. In addition to this, we use secure storage solutions including:

- Google Drive
- Office 365
- Laptops, Desktops, and Smart Devices
- Local servers and other encrypted storage platforms.

We ensure that all storage locations are compliant with global standards and have appropriate safeguards, such as encryption and 2-factor authentication.

## **E. How Long We Store Your Data**



Subject to relevant laws on data retention periods, we only store your information for as long as we need to, and this varies depending on the information collected and/or the duration of a contract entered into. For example, we will only keep CCTV footage for 30 days, while personal information collected for informational purposes may be stored for up to 7 years.

Personal data that is no longer needed will be securely deleted in compliance with global best practices.

You reserve the right to have your information with us altered or deleted at any time.

## **F. Third Parties**

We do not directly share your information with third-party organizations, individuals, or marketers. However, we use Google Analytics on our website, which gives us anonymous insights into the kind of data we collect and how users interact with our content. We employ the following third-party services in our collection of data and information for the purposes mentioned in section C:

- Google Form
- Forminator
- Formidable

Where we engage third-party service providers for data processing, we ensure that such providers comply with privacy and data protection best practices and have appropriate data processing agreements in place

## **G. Disclosure to Government**

We may share your information with government or government agencies if we are required to do so under one or more of the following obligations to:

- Comply with the laws of the Federal Republic of Nigeria
- Protect and defend the rights or property of NerdzFactory Company
- Prevent or investigate possible wrongdoing in connection with the service
- Protect the personal safety of users of the service or the public



- Protect against legal liability

In all cases, such disclosures will only be made to the extent strictly necessary

## **H. Your Rights**

Be informed that under the NDPA, you reserve the right to:

- Access the personal data we store about you.
- Correct or erase inaccurate data.
- Object to or restrict continuous processing of your data.
- Transfer or delete your personal data.
- Withdraw consent where data processing is based on consent.
- Lodge complaints with Nigeria Data Protection Commission (NDPC).

In the case of a transfer to another service or business, we may charge a small fee to help us facilitate such a process.

To exercise these rights, contact [privacy@nerdzfactory.co](mailto:privacy@nerdzfactory.co).

## **I. Affiliate Services**

By signing up for any of our services or programs, you consent to receive information about similar services and programs from NerdzFactory Company Limited, its subsidiaries, and partners, which include but not limited to.

- Designuonline
- STEMtutor
- Digital Quarters
- British Council
- The World Bank
- Meta
- United States African Development Foundation
- Lagos State Employment Trust Fund
- King's Trust International
- Federal Ministry of Education



- Oracle
- European Union
- United Nations Development Programme
- Olusegun Obasanjo Presidential Library
- ISAFE
- Polaris Bank
- Innovation Development and Effectiveness in the Acquisition of Skills
- GIZ
- UK TECH HUB
- ACCESS Corporation
- National Board of Technical Education
- Foreign, Commonwealth and Development Office
- Lagos State Government
- Federal Government of Nigeria

You reserve the right to restrict the processing of your data for such purposes and unsubscribe from all such programs and services at any time.

## **J. Security and Data Breach Notification**

We take the security of your information seriously and have invested in precautionary and safety measures to secure and protect your data with us, including encryption, data loss prevention mechanisms, 2-factor authentication, and a minimal access approach. While we take care to do this, unfortunately, no security system is foolproof, including the channels through which you supply us with your data and the actual systems we have put in place to safeguard them.

You bear the responsibility of keeping your login information safe (including usernames, emails, and passwords).

In compliance with the domiciled data protection regulations, we will notify the relevant data protection authorities and affected individuals within 72 hours of discovery in the event of a data breach.

If you feel at any time that your data may have been compromised (e.g., due to phone theft or hacking), please contact our Data Protection Officer (details below). If you feel in any way that we have not handled your personal information in accordance with the domiciled data protection regulations including Nigeria Data Protection Act



(NDPA), you also have the right to lodge a complaint with the supervisory authority via [info@ndpc.gov.ng](mailto:info@ndpc.gov.ng)

#### **K. Contact Us**

If you have any questions about our policy, how we use your data or want to access or review the data we store on you, please reach our Data Protection Officer at

[privacy@nerdzfactory.co](mailto:privacy@nerdzfactory.co).

#### **L. Policy Updates**

We may update this Privacy Policy periodically. Any changes will be communicated via our website. We encourage you to review this policy regularly.