

The information in this privacy policy informs you about the use of your information when you visit our website [Bobsakconsult.com](http://Bobsakconsult.com).

In the course of using our services Bobsak Consult Nigeria Limited and its official partner or partners may need to act as a data processor to the Nigerian Government in the form of the National Identity Management Commission (NIMC) of the Federal Republic of Nigeria, (the data controller]

Personal information we collected for the provision of our services will most likely include your gender, date of birth, name, email addresses, correspondence address and telephone number at a minimum.

We or our partners may also need to collect additional information that you supply on our website such as your company's name and address, your position in the company, and the company's telephone number.

Please note that information that may be collected from you is for the purposes of processing your application.

For the purpose of NIN registration services in Greece, Ireland, Canada, the United States of America and the Republic of South Africa, our partner is governed by GDPR.

By providing us with your information on our website and through our partners' centers, you will be considered to have read and accepted this privacy policy. You also consent to our partner using your information and passing on your personal data for the provision of the services you seek to receive.

This Privacy and Data Protection Policy should be read in conjunction with any applicable Terms & Conditions for the provision of the service.

Information on our website may need to be amended from time to time and is therefore subject to change.

### **Consent**

When you submit your personal data (excluding credit card information); you actively consent to us treating it (excluding credit card information) as outlined above. All data collected from subscribers are electronically transmitted immediately to the NIMC database for processing and storage. Subscribers resident in the European Union are governed by the GDPR law.

Be aware that web servers can automatically collect information about a click/visit to a website; this includes Internet Protocol (IP) addresses which they can automatically log. Your IP address is the unique numbers assigned to an Internet Service Provider (ISP) to any device used to access the Internet.

Even though, alone an IP address does not identify an individual, in certain circumstances, it could be used to identify an individual using the site. As such, we treat and consider an IP address as personal

information. In particular, this is done when your IP address is combined with other data automatically collected when visitor requests a web page such as the page or pages visited, date and time of the visit.

We do not collect personal information about you when you visit our site unless you gave the information to us.

When you submit personally identifiable information through our website, you are giving your permission to us to use the information for the stated purpose in order to provide our services.

If you choose to provide us with your personal information on our website, for example, by completing a web form or sending us an email, we may use that information to provide our service, or communicate information that you are seeking. We may also use it to correspond with you. The information that we may receive from you can change depending on what you do when visiting our site.

We or our partners may automatically collect and store the name of the domain from which you access the Internet (.com, .edu, etc.); the date and time you access our site; and the Internet address of the website (such as a search engine or referring page) from which you reached our site. We may use the information we collect to count the number of visitors to the different pages on our site and to help us make our site more useful to applicants & visitors like you.

### **Purpose of Collection**

The main purpose of us or our partner collecting, storing or sharing the information is:

Appointment booking and processing for the enrolment of individuals to receive a National Identification Number in accordance with the laws of the Federal Republic of Nigeria, and under the mandate of the National Identity Management Committee, (NIMC).

To take steps to avoid and deter mischievous intent, illegal use and hacking through any means and to address potential security issues.

To customize, measure and improve our services and website content and layout.

However, third parties may unlawfully obtain or/and access transmissions or private communications. In such instances, Bobsak Consult Nigeria Limited shall not be liable.

To develop, monitor and improve our services and website and user experience.

### **Application Processing**

All the information may be stored and shared with the National Identity Management Committee (NIMC) as well as law enforcement agencies required under the applicable laws. This includes all information provided by the Applicant, and identifiable by the passport number, portal, server, I.P address etc., which is traceable in relation to this website or in relation thereto, such as IP address, E-mail address, contact detail information and other information like transactional information of

Applicant's usage, IP address, log-on information and standard web log information etc.

Due to the nature of the service, Applicants will be asked to provide personal information including name, address, date of birth, telephone number, email ID and passports information or any other identity document information used to support their application. This non- exhaustive list is subject to change.

We or our partners may need to take additional steps to check and verify the validity of information provided.

However, we are not responsible for the accuracy of the information provided by the Applicant/User.

It is the duty of the Applicant/User to ensure that the information provided is accurate and true.

#### **Disclosure of Personal Information**

Applicant's personal information may need to be disclosed if required by law or to comply with a court order, on-going judicial proceedings, other legal process, or to defend against legal claims, criminal investigations, judicial matters, national security or prevention, investigation, detection, prosecution of criminal activities.

#### **Processing of personal data in connection with queries**

In connection with a query, contact details that you submit to us will be treated only for correspondence with regard to your query.

#### **Processing of personal data in connection with NIN Application**

For application for NIN, Bobsak Consult Nigeria Limited will collect and process your personal data (does not include credit card information) in accordance with the requirements specified by NIMC. Insofar as in the framework of the NIN application, Bobsak Consult Nigeria Limited will collect, save or use personal data (does not include credit card information) itself, this is only done insofar as is necessary for the processing of the application and for the rendering of our other services and the performance of the contract. Accordingly, data is only passed on to third parties insofar as Bobsak Consult Nigeria Limited service partners (e.g. courier services) or NIMC requires the data (does not include credit card information) to process the application. In such cases, however, the scope of the data (does not include credit card information) transmitted is limited to the necessary minimum. Otherwise, passing your personal data (does not include credit card information) on to third parties, selling it to third parties or transmitting it to third parties in another way is excluded, unless Bobsak Consult Nigeria Limited is obliged by law or by a court decision to pass the data (does not include credit card information) on, or if passing on the data (does not include credit card information) is necessary for the pursuit of claims and criminal-law prosecution in the event of attacks on Bobsak Consult Nigeria Limited IT infrastructure.

Bobsak Consult Nigeria Limited will not collect personal information about individuals through any unlawful means or by means that are in the circumstances unfair or intrude to an unreasonable extent upon the personal affairs of the individual concerned. Bobsak Consult Nigeria Limited may adopt methods other than the one used in the ordinary course of registration to confirm the validity of information provided to it by individuals.

Please be aware that Bobsak Consult can leave no guarantees and that Bobsak Consult Nigeria Limited takes no legal responsibility for the NIMC processing of your personal data (does not include credit card information).

#### **Data Protection**

Bobsak Consult Nigeria Limited treats data as an asset that must be protected and uses tools like encryption, passwords, physical security, firewalls, and other security features and measures to protect Bobsak Consult website and Applicant's personal information against unauthorized disclosure, access, misuse, abuse, hacking etc. However, sometimes third parties may unlawfully intercept or access transmissions or private communications and other users may abuse or misuse a users/user personal information that they may collect from the website for which Bobsak Consult shall not be liable. Therefore, although Bobsak Consult Nigeria Limited works very hard to protect Applicant's privacy, it cannot guarantee that personal information or private communications will always remain private and secure.

#### **Right to Opt Out**

Bobsak Consult Nigeria Limited respects Applicant's privacy and gives Applicant an option not to provide information or data that needs to be submitted. Applicant can withdraw his\her consent that was given to Bobsak Consult Nigeria Limited earlier. However, the same needs to be communicated to Bobsak Consult Nigeria Limited in writing. Once the Applicant has withdrawn his\her consent, Bobsak Consult Nigeria Limited will no longer provide Applicant with Applicant support Services.

#### **Authenticity**

Bobsak Consult Nigeria Limited shall not be held responsible for the authenticity or accuracy of the information provided by the Applicant/User.

It shall be the duty of the Applicant/User to ensure that the information provided to Bobsak Consult Nigeria Limited is accurate and true.

#### **Third Party Websites and Applications**

Via our website you may be redirected via links or buttons to social networking and third party websites. We use Social media to engage with customers and potential customers. For example, we may redirect you to

the NIMC or our partner's website for the purposes of the application process or to review additional information.

When you follow a link to another site, you are no longer on our site and are subject to the privacy policy of the new site.

We may also use web analytics web to better understand and measure traffic on our website. However, we do not use third party websites to solicit and collect personal information.

We do not collect or store any personal information collected by any third party website,

We do not and will not sell or transfer personal information unless required for law enforcement purposes or by statute.

#### **CCTV**

Our Partner uses closed-circuit television (CCTV) camera in its Data Capture Enrolment Centers. This is to meet and comply with NIMC requirements.

#### **Our Commitment to Data Security and Privacy Protection**

In line with the above, Data security and a scrupulous attention to matters of privacy is of paramount importance to the activities of Bobsak Consult.

The National Information Technology Development Agency (NITDA) issued the Nigeria Data Protection Regulation 2019 in January. It applies to all transactions intended for the processing of personal data to any natural person residing in Nigeria or residing outside Nigeria who are citizens of the country.

In compliance with the provisions of this regulation, our organization has developed robust security measures necessary to minimize security risks. The measures we have in place include:

Setting up firewalls to protect our systems from hackers  
Transmitting personal data safely and securely through a customized private network provided by NIMC our Licenser and with access only to specific authorized Individuals.

Connecting directly to the data encryption technologies provided by National Identity Management Commission (NIMC), our Licenser.

Attending thematic training program on organizational policies and procedural guidelines for the acquisition, handling and electronically transferring personal data to the backend of NIMC, our Licenser.

Protecting our emailing and payment gateways and continuous capacity building on data security and privacy policy for our staff.

Your data and biometrics will be safely and securely acquired and electronically transmitted to NIMC barring; unforeseeable hazards and breaches, including identity theft, cyber-attack, viral attack, dissemination, manipulation, damage by fire, rain or exposure to any

inclement weather conditions that could not be reasonably or practically mitigated.

Clients who present their original documents for the acquisition of NIN are mandatorily required to retrieve them from the registration official without fail immediately the registration process is satisfactorily completed.

If you have any questions about this policy, please contact us via the email address listed under the contact section on our homepage.