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Botswana Information Technology (BITS) Data Protection Policy

Botswana Information Technology (BITS) is committed to protecting the privacy and personal data of its members. This Data Protection Policy outlines how BITS collects, processes, stores, and secures personal data in compliance with the Botswana Data Protection Act.

Scope This policy applies to all personal data collected from members during the recruitment process and throughout their membership with BITS. It covers data collected through online forms, paper-based applications, and any other means.

Data Collection and Processing BITS collects personal data for the purpose of membership registration, communication, service provision, and compliance with regulatory requirements. The types of personal data collected include but are not limited to:

- Full name
- Contact details (email, phone number, address)
- Identification number (where applicable)
- Professional and educational background

Personal data will only be processed lawfully, fairly, and transparently, and for specific, legitimate purposes.

Legal Basis for Data Processing BITS processes personal data based on one or more of the following legal grounds:

- The explicit consent of the member
- The necessity of data processing for membership administration
- Compliance with legal and regulatory obligations
- BITS 's legitimate interests in maintaining and improving services

Data Storage and Security BITS implements appropriate technical and organizational measures to protect personal data from unauthorized access, loss, alteration, or disclosure. These measures include:

- Secure digital storage with encryption and access controls
- Restricted access to personal data only to authorized personnel
- Regular data security assessments and updates

Data Retention Personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected, in line with legal and regulatory requirements. Upon expiration of the retention period, data will be securely deleted or anonymized.

Member Rights Members have the following rights regarding their personal data:

- The right to access their personal data
- The right to request correction or updating of inaccurate data
- The right to withdraw consent where applicable
- The right to request data deletion (subject to legal and contractual obligations)
- The right to lodge a complaint with the relevant data protection authority

Data Sharing and Third-Party Access BITS does not sell or share members' personal data with third parties without explicit consent, except where required by law or for legitimate business purposes such as service provision by trusted partners. All third parties handling personal data on behalf of BITS must comply with this policy and applicable data protection laws.

Policy Review and Updates BITS will periodically review and update this policy to ensure continued compliance with Botswana's data protection laws and best practices. Any significant updates will be communicated to members.

Contact Information For any questions, requests, or concerns regarding this Data Protection Policy, members may contact: **Botswana Information Technology (BITS) Data Protection Officer** Email: tebogotico@gmail.com Phone: 77504037