

Your Privacy in a nutshell

Welcome! This is Prioclen Ltd. (known as Prioclen). Prioclen is a next-generation technology consulting firm focused on assisting enterprises in digitally transforming their businesses. Prioclen provides a variety of technology consulting services, including corporate services, cybersecurity, digital marketing solutions, trainings, and other technology-related services.

At Prioclen Ltd, we are about conducting our business in a secured manner when carrying out our services. We respect your privacy and are committed to protecting it through our compliance with this notice, and with applicable data privacy and protection laws. This Privacy Notice is designed to help you understand how we collect, process, use, store, dispose and disclose information obtained through your use of our website, systems, operations, and services regardless of how you use them within the Prioclen environment.

Here is a summary of how we safeguard your information and respect your privacy.

THE INFORMATION WE COLLECT

To deliver our services, we may ask you to provide us with certain information. The information needed is subject to the type of services that is to be provided by us to you.

The following categories of information are collected from our clients or prospective clients:

1. Your personal information (name, telephone number, address, email address, ID, etc).
2. Details about your enquiries about our services, trainings, and your activities with us.
3. Other information you may provide to us or authorize to be provided to us while using our services.

USE OF INFORMATION COLLECTED

We use the information collected from you to:

1. Enable us to provide you with our services including for billing and collection.
2. Respond to your enquiries concerning our services, modify our services, resolve disputes that may arise and for customer support.

3. Process your information for the purpose of ensuring compliance with our Know Your Customer requirements.
4. To notify you about changes to our Services or any products offered or provided to users
5. Any other purpose that we disclose to you while providing our services to you.

SHARING OF INFORMATION COLLECTED

We do not sell, trade, or rent your information to anyone and we consider your information to be a vital part of our relationship with you. There are, however, certain circumstances in which we may share your information with certain third parties:

1. Consent: You are the only one that can consent and request that your information be sent to a third party. Once you direct Prioclen to send your information to a third party, Prioclen is not liable for any of such breach of your information sent to the requested third party. We encourage you to read or discuss privacy protection and confidentiality issues with the third party.
2. External service providers: We use third-party service providers that process your information on our behalf to carry out our services, such as mailing vendors, payment vendors, etc. These service providers may collect and/or use your information, to assist us in achieving the purposes discussed above.
3. Statutory Authorities: We may use, disclose, or share your information with statutory authorities when we believe, in our sole discretion, that doing so is necessary:
 - a. To establish, protect, or exercise our legal rights or defend against legal claims
 - b. To comply with any court order, law, or legal process, including responding to any government or regulatory request.

COOKIES

A cookie is a small file placed on the hard drive of your computer. We do not store cookies or allow the use of cookies on our website to identify and track visitors, their usage of our website, and their website access preferences.

RETENTION OF PERSONAL INFORMATION

Prioclen retains the information we receive as described in this Notice for as long as you use our services, as necessary to fulfil the purpose(s) for which it was collected and to comply with relevant provisions of applicable laws. Upon the end of our relationship, we

would archive and cease actively utilising any information about you within six months of the end of our relationship.

SECURITY OF INFORMATION

Data security is one of our main goals to retain privacy for our users or clients. We adopt appropriate data collection, storage and processing practices and security measures using physical, technical, and administrative security measures to protect against unauthorized access, alteration, misuse, disclosure, or destruction of your information. Despite this, we cannot fully guarantee the security of your information transmitted over online channels because the internet is not a completely secure place.

CHOICES AND RIGHTS

Individuals who have information held by Prioclen are entitled to reach out to exercise the following rights:

1. Right to request for and access your information collected and stored.
2. Right to objection to processing or request for restriction.
3. Right to request rectification and modification of your information.
4. Right to request for deletion/erasure of your information.
5. Right to portability of information.
6. The right to lodge a complaint with relevant supervisory authorities.

AGE RESTRICTION

Our services are directed to individuals over the age of 18 and not directed to children under 18. We do not knowingly collect personal information from or conduct business with children under 18. If as a parent or guardian, you become aware that your child or ward has provided us with any information without your consent, please contact us through the details provided in this Privacy Notice.

CHANGES TO OUR PRIVACY POLICY

We may need to change, update, modify or amend our Privacy Notice from time to time and as required by law. If we do, we will indicate at the top of this Privacy Notice when it was recently updated or send you a notification of such changes.

We encourage you to periodically review this page for our latest updates. If you object to any of the changes to this Privacy Notice, you must cease using our website or any of our

Services. Where you continue to use this website and/or any of our Services, it means that you are consenting to the changes, and you shall continue to be bound by the terms of this Privacy Notice.

HOW TO CONTACT US

If you have any questions, like more information relating to this Privacy Notice, or more about exercising your data protection rights, kindly reach out to us via email at compliance@prioclen.com or at our address - D15, Rukayat Plaza, Obafemi Awolowo Road, Jabi, Abuja, Nigeria.

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