

Privacy Policy

Description

PRIVACY POLICY

1. Introduction

This Privacy Policy explains how the Namibia Local Content Conference & Exhibition (â??NLCCâ?•, â??weâ?•, â??usâ?• or â??ourâ?•), including its co-conveners and organisers, collects, uses, discloses and protects personal information obtained through this website (nlcc.com.na), our event registration platform (registration.nlcc.com.na), and related conference activities.

By using this website or registering for the conference, you agree to the collection and use of information in accordance with this Policy. If you do not agree, please do not use this website or provide your personal information to us.

2. Information We Collect

2.1 Information you provide to us

- Contact details, such as your name, email address, telephone number and postal address
- Organisation details, including employer, job title and industry sector
- Registration information for delegates, sponsors, exhibitors, speakers and media, including payment and billing details where applicable
- Content of enquiries submitted through our â??Contact Usâ?• form or by email
- Dietary, accessibility or other special requirements you provide for the purpose of attending the conference
- Photographs, video or audio recordings taken at the conference and exhibition

2.2 Information collected automatically

- Technical data such as IP address, browser type, device information and operating system
- Usage data, including pages visited, time spent on the website and referring pages
- Cookies and similar tracking technologies (see Section 7 below)

3. How We Use Your Information

We use the personal information we collect for purposes including:

- Processing and managing conference registrations, including for delegates, sponsors, exhibitors, speakers and media
- Communicating with you about the conference, including confirmations, schedules and updates

- Responding to enquiries submitted through the website
- Sending marketing communications about future editions of the conference, where you have consented or as otherwise permitted by law
- Producing conference materials, delegate lists, badges and certificates
- Improving the website and understanding how visitors use it
- Meeting legal, regulatory, accounting or reporting obligations
- Protecting the safety, security and rights of attendees, staff and the organisers

4. Legal Basis for Processing

Where applicable data protection law requires a legal basis for processing, we rely on one or more of the following: your consent; the performance of a contract with you (for example, processing a registration); compliance with a legal obligation; or our legitimate interests in operating and promoting the conference, provided these interests are not overridden by your rights.

5. Sharing of Information

We do not sell your personal information. We may share it with:

- Co-conveners, event partners and sponsors involved in organising the conference
- Service providers who support registration, payment processing, IT hosting, email delivery and event logistics
- Venue operators and accredited media, where relevant to the event
- Regulators, law enforcement or other authorities, where required by law
- A successor entity in the event of a merger, restructuring or transfer of the conference's operations

Any third party that processes personal information on our behalf is required to protect that information and use it only for the purposes we specify.

6. International Data Transfers

As the conference involves international speakers, sponsors and attendees, your information may be transferred to and processed in countries outside Namibia. Where this occurs, we take reasonable steps to ensure your information continues to receive an appropriate level of protection.

7. Cookies and Tracking Technologies

Our website uses cookies and similar technologies to operate effectively, remember your preferences and understand how the site is used. You can control or disable cookies through your browser settings; however, doing so may affect the functionality of the website.

8. Data Retention

We retain personal information for as long as necessary to fulfil the purposes described in this Policy, including for the current and future editions of the conference, unless a longer retention period is

required by law or is necessary to establish, exercise or defend legal claims.

9. Data Security

We implement reasonable technical and organisational measures designed to protect personal information against unauthorised access, loss, misuse or alteration. However, no method of transmission or storage is completely secure, and we cannot guarantee absolute security.

10. Your Rights

Depending on the applicable law, you may have the right to:

- Access the personal information we hold about you
- Request correction of inaccurate or incomplete information
- Request deletion of your personal information, subject to legal exceptions
- Object to or restrict certain processing, including direct marketing
- Withdraw consent at any time, where processing is based on consent
- Lodge a complaint with a relevant supervisory authority

To exercise any of these rights, please contact us using the details in Section 13.

11. Children's Privacy

This website and the conference are intended for a professional, adult audience. We do not knowingly collect personal information from children. If you believe a child has provided us with personal information, please contact us so we can take appropriate action.

12. Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or for legal, operational or regulatory reasons. The updated version will be indicated by a revised "Effective date" at the top of this Policy. We encourage you to review this Policy periodically.

13. Contact Us

If you have questions, concerns or requests regarding this Privacy Policy or your personal information, please contact us at:

- Email: info@nlcc.com.na or conference@nlcc.com.na
- Phone: +264 81 316 6420
- Business hours: Monday – Friday, 08H00 – 17H00 (CAT | UTC+2)

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