

Personal Data Privacy Notice

Your privacy, Our priority



BOTSWANA
EXAMINATIONS
COUNCIL



The Botswana Examinations Council ("BEC", "The Council") is committed to protecting your personal data in accordance with Botswana Data Protection Act, 2024 and other applicable laws. This privacy notice explains how BEC collects, uses, stores, discloses, disposes and protects your personal data. The notice applies to all personal data processed by the Council.

1. Data Collection

The Council will collect and use your personal data only for the purpose for which it is collected. This includes among others, providing a service, staff administration, recruitment and security purposes.

Personal data collected includes but is not limited to:



- Names.
- Identification number.
- Contact details.
- Bank details.
- Location.

2. Legal Basis for Processing

Your personal data is processed based on the following legal requirements:



Clients: Legal obligation to conduct and manage examinations and assessments.



Board members and Employees: performance of a contract.



Prospective Employees: compliance with employment regulatory obligations.



Vendors/Suppliers: performance of a contract and compliance with regulatory requirements.

3. Data Sharing and Transfers

Where lawfully appropriate your personal data may be shared with;



Service providers: for operational purposes.



Public and legal authorities: for official authority as required by law.



Third-party organizations: for verification, educational sponsorship and awards.

4. Data Storage and Retention



Personal data is retained for as long as necessary to fulfill the purpose for which it was collected and as required by applicable laws. The Council has implemented organizational and technical measures to secure personal data stored both locally and in the cloud against unauthorized access, misuse, loss, or alteration. Where personal data is transferred outside Botswana, the Council ensures appropriate safeguards are in place as required by the law.

5. Data Subjects Rights

Your rights under the Botswana Data Protection Act, 2024 include:



- Right to be informed:** of how your personal data is processed.
- Right to erasure:** where applicable obtain deletion of your personal data.
- Right of access:** request access to and obtain a copy of your personal data.
- Right to object:** to object processing of your personal data where applicable.
- Right to restrict:** restrict processing of personal data under applicable conditions.
- Right of rectification:** request correction of inaccurate or incomplete information.
- Right to data portability:** request a copy of your personal data in a machine-readable format.
- Right to resist automated decision-making:** not to be subjected to a decision based solely on automated processing.
- Right to lodge a complaint:** with the Information and Data Protection Commissioner if you believe your rights have been infringed. The Council requests that before you escalate your concern you contact us directly so we can address your concerns.



Contact Information

For any enquiries and complaints relating to this privacy notice, your rights and any other issue relating to processing of your personal data by Botswana Examinations Council, you may contact Botswana Examinations Council Data Protection Office at:  dataprotection@bec.c.bw,  +267 3650 846



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