

## **PRIVACY POLICY**

This online privacy policy is designed to tell you about how we collect and use information so that you ("User" or "you") can make an informed choice about using the website identified by the URL: [www.urubutoschools.ac.rw](http://www.urubutoschools.ac.rw) and/or any website which is automatically redirected to that website (together, the "Website") operated by **BK Techouse** ("our", "we" or "us")

### **Information We Collect**

We collect information about you in three ways: (1) from your input through our web forms and other mechanisms requiring your input, (2) from third-party sources, and (3) through automated technologies.

#### Data You Provide To Us

The types of personal information that we collect directly from you depends on how you interact with us may include:

- Contact details, such as your name, email address, postal address, social media handle and phone number;
- Account login credentials, such as usernames and passwords, password hints and similar security information;
- We may collect and store personal information or you will voluntarily provide to us in some manner or another.
- Comments, feedback and other information you provide to us, including information that you send to customer support and messages, appointment inquiries and other information that you wish us to share; and/or
- Interests and communication preferences, including preferred language.

#### Data From Other Sources

We also may obtain personal information about you from other third parties, including:

- Service providers that help us determine a location based on your IP address in order to customize certain products to your location;
- Partners with which we offer co-branded services or engage in joint marketing activities; and/or
- Publicly-available sources and data suppliers from which we obtain data to validate or supplement the information we hold.

#### Data From Service Use

Our Service may automatically collect information about how you and your device interact with the Service, including:

- Computer, device and connection information, such as IP address, browser type and version, operating system, platform and other software installed on your device, unique device identifier and other technical identifiers, error reports and performance data;
- Usage data, such as the features you used, the settings you selected, your URL click stream data, including date and time stamp and referring and exit pages, and pages you visited on the Service; and/or
- After you've set up your account, you may choose to provide additional information which may be shared through public profiles. Such information can be your photograph or avatar, biographical content, and other information (collectively, "Profile Information").
- For location-aware Services, your location.

We collect this data through our servers and the use of cookies and other technologies. You can control cookies through your browser's settings and other tools. However, if you block certain cookies, you may not be able to register, login, or access certain parts or make full use of the Service. **For more details, see cookie notice.**

## **How We Use Your Information**

Depending on how you interact with us and the Service, we use your personal information to:

- Provide, activate and manage your access to and use of the Service;
- Process and fulfill a request, order, download or other transaction;
- Provide technical, product and other support and to help keep the Service working, safe and secure;
- Enhance and improve the Service and our other products and services and to develop new products, services and benefits;
- Offer you customized content and other personalization to make the Service more relevant to your interests and geography;
- Respond to your requests, inquiries, comments and concerns;
- Notify you about changes, updates and other announcements related to the Service and our other products and services;
- Deliver targeted advertisements, promotional messages, notices and other information related to the Service and your interests;
- Provide you with promotional messages and other information about products, events and services of ours, our affiliates and third parties, such as exhibitors, sponsors and media partners;
- Invite you to participate in user testing and surveys as well as sweepstakes, competitions and similar promotions;
- Identify usage trends and develop data analysis, including for purposes of research, audit, reporting and other business operations, including determining the effectiveness of our promotional campaigns and evaluating our business performance; and/or
- Comply with our legal obligations, resolve disputes, and enforce our agreements.

## **Sharing of Your Information**

### Our Service Providers

Depending on the Service provided, we share personal information with: Our service providers, suppliers, agents and representatives, including but not limited to, payment processors, venue providers, onsite event contractors, customer support, email service providers, IT service providers, mailing houses and shipping agents, to process the information as necessary to provide the Service, complete a transaction or fulfill your request or otherwise on our behalf based on our instructions and in compliance with this privacy policy and any other appropriate confidentiality and security measures.

### Your Choices

We share your personal information with our affiliates and with exhibitors, sponsors, media partners, joint venture partners and other third parties, including entities for which we are acting as an agent, licensee or event manager, that wish to send you information about their products and services that may be of interest to you, as determined by your choices in managing your communications preferences and other settings.

The Service may let you post and share personal information, comments, materials and other content. Any such contributions you disclose publicly may be collected and used by others, may be indexed by search engines, and might not be able to be removed.

Please be careful when disclosing personal information in these public areas.

### Legal Reasons

We will disclose your personal information if we have a good faith belief that such disclosure is necessary to:

- meet any applicable law, regulation, legal process or other legal obligation;
- detect, investigate and help prevent security, fraud or technical issues; and/or
- protect the rights, property or safety of Reed Exhibitions, our users, employees or others;
- and as part of a corporate transaction, such as a transfer of assets or an acquisition by or merger with another company.

### **Your Communications Preferences**

You can customize and manage your communications preferences and other settings when you register with the Service, by updating your account features and preferences, by using the 'opt-out' or unsubscribe mechanism or other means provided within the communications that you receive, or by contacting us. We reserve the right to notify you of changes or updates to the Service whenever necessary.

### **Accessing and Updating Your Information**

#### Your Rights

You may have the right under European and certain other privacy and data protection laws, as applicable, to request free of charge:

- access to and correction or deletion of your personal information;
- restriction of our processing of your personal information, or to object to our processing; and
- portability of your personal information.

If you wish to exercise any of these rights, please contact us through the contact address provided below. We will respond to your request consistent with applicable laws. To protect your privacy and security, we may require you to verify your identity.

### **Data Retention**

We retain your personal information for as long as necessary to provide the Service and fulfill the transactions you have requested, or for other essential purposes such as complying with our legal obligations, maintaining business and financial records, resolving disputes, maintaining security, detecting and preventing fraud and abuse, and enforcing our agreements.

### **Children's Privacy**

We do not knowingly collect information from children under the age of 13 or target the Service to children under 13.

### **Data Security**

We take precautions to safeguard your personal information against loss, theft and misuse and unauthorized access, disclosure, alteration and destruction through the use of appropriate technical and organizational measures.

### **Grounds for Processing**

When we collect from you any personal information within the scope of European data protection laws, we do so:

- where necessary to provide the Service, fulfill a transaction or otherwise perform a contract with you or at your request prior to entering into a contract;
- where necessary for our compliance with applicable law or other legal obligation;
- where applicable, with your consent; and/or
- as necessary to operate our business, protect the security of our systems, customers and users, detect or prevent fraud, enable our customers to comply with legal obligations, or fulfill our other legitimate interests as described in the “Information We Collect”, “How We Use Your Information” and “Sharing of Your Information” clauses above, except where our interests are overridden by your privacy rights.

Where we rely on your consent to process personal information, you have the right to withdraw your consent at any time, and where we rely on legitimate interests, you may have the right to object to our processing.

### **Changes**

We will update this privacy policy from time to time. Any changes will be posted on this page. If we make any material changes, we will provide notice through the Service or by other means.

### **Contact**

If you have any questions, comments, complaints or requests concerning this Privacy Policy or our processing of your information, please contact us at [\*\*bktechouse@bk.rw\*\*](mailto:bktechouse@bk.rw)

## COOKIE NOTICE

### Use of cookies:

Cookies are small text files that are placed on your computer by websites that you visit. Cookies are widely used in order to make websites and applications work, or work more efficiently, and help them remember certain information about you, either for the duration of your visit (using a "session" cookie) or for repeat visits (using a "persistent" cookie).

As detailed below, our use of cookies may involve the collection and use of your information, such as IP addresses, or other online mobile identifiers. For more information on our collection and use of this information **please refer to our Privacy Policy**.

### The categories of cookies used on this website are as follows:

- **Strictly necessary cookies:** These cookies do not store any directly identifiable information. However, they are essential in order to enable you to move around the website. They are usually only set in response to actions made by you which amount to a request for service, such as setting your privacy preferences, logging in or filling in forms. For example, authentication and security cookies are used to identify and recognise registered users and to enable them to gain access to requested content or features.
- **Functionality cookies:** These cookies allow our websites to remember the choices you make and your account preferences and to provide enhanced, more personal features. These are set by us or by our third party providers whose services we have added to our pages. For example, these cookies will remember your log-in details. You can set your browser to block or alert you about these cookies, but without these cookies, services you have asked for cannot be provided.
- **Performance cookies:** These are analytics and research cookies that allow us to count visits and measure traffic, so we can measure and improve the performance of our site. They also help us to know which pages are the most and least popular, and see how visitors move around the site. This helps us to improve the way the website works and improve user experience. All information collected through these cookies will be processed in an aggregated and anonymous form. You can set your browser to block or alert you about these cookies. Blocking these cookies will not affect the service provided you.
- **1st and 3rd Party Targeting Cookies:** These cookies are set by us and our advertising partners to record your visit to the website, the pages you have visited and the links you have followed. We, and our advertising partners, will use this information to make the website, and, the advertising displayed to you more relevant to your interests. You can set your browser to block or alert you about these cookies. Blocking these cookies will not affect the service provided you, but will limit the targeted advertising that you will see, or limit our ability to tailor the website experience to your needs.
- **Social Media Cookies and Other Third Party Cookies:** These cookies are set by a range of social media services that we have added to our websites that enable you to share our content with your colleagues, friends and networks. They are capable of tracking your browser across other sites and building up a profile of your interests. This may impact the content and messages that you see on other websites that you visit. If you do not allow these cookies you may not be able to use of see the social media sharing tools.

- **Flash Cookies:** These cookies are set to display video content using Adobe Flash Player. Adobe uses Flash cookies to help improve your experience as a user. Flash cookies are stored on your device in much the same way as usual cookies, but they're managed differently by your browser.
- **Tracking Technologies Including Pixels, Script, Web Beacons/Gifs, Page Tags:** These files, or, code may be included, either directly or from our partners, on our website, in our emails, or, mobile apps to record how you interact with us, to help us better analyse and improve our services to you. They also help us understand whether you have visited a partner website, aiding us to provide more relevant advertising to you, as-well-as measuring the success of our advertising campaigns.
- **Tracking Via Mobile Apps:** When you use our mobile applications, we may record information unique to you that are associated with your device (such as the device ID and IP address), your activity within the App, and, your network location. This information is used to measure and improve the performance of our App, to help us to know elements are the most and least popular, and, see how visitors move around the App itself. This helps us to improve the way the App works and improve user experience.

### **How to refuse the use of cookies**

You can prevent your browser from accepting certain cookies, have the browser require your consent before a new cookie is placed in your browser, or block cookies altogether by selecting the appropriate settings on your browser privacy preferences menu.

For all browsers, or, for alternative advice, help may be sought by visiting [www.allaboutcookies.org](http://www.allaboutcookies.org), or, via your device user manual, or, online help files.

If you wish to disable or delete a Flash cookie, see Adobe Flash Player Global Storage Settings. Please note, disabling Flash cookies may affect the services that we can provide, such as videos.

### **Third Party Web Advertising Services**

Our Services may use Google Analytics, particularly within our marketing or free content sites, for the purposes of analysing visitor / customer site interactions including interactions with our online marketing campaigns. For information about how Google processes the data collected please refer to the Google Privacy Policy.

You may opt-out of third party web advertising services that provide personalized advertising based on your online activity. You can also configure your web browser to delete and / or block the use of cookies for any third party.

### **Changes**

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### **Contact**

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