



Privacy Policy – CPCA Consulting

Effective Date: January 24 2025

CPCA Consulting (“we,” “our,” or “us”) values your privacy and is committed to protecting your personal data in compliance with the **Botswana Data Protection Act (Act 18 of 2024)**. This Privacy Policy explains how we collect, use, store, and protect your personal data when you access or interact with our website or services.

1. Data We Collect

We may collect and process the following categories of personal data:

- **Identity and Contact Information:** Name, email address, phone number, and physical address.
 - **Technical Data:** IP address, browser type, operating system, and cookies.
 - **Usage Data:** Information on how you use our website, including pages visited and actions taken.
 - **Communications Data:** Any personal data you provide when contacting us (e.g., via email or forms).
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2. Legal Basis for Processing

We only process your personal data where permitted by law, including:

- **Consent:** When you explicitly agree to data processing (e.g., via contact forms or cookies).
 - **Contractual Necessity:** To provide services or fulfill contractual obligations.
 - **Legal Obligations:** To comply with applicable laws or law enforcement requests.
 - **Legitimate Interests:** To improve our website, ensure security, and conduct analytics.
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3. How We Use Your Data

Your personal data may be used for:

- Responding to inquiries and providing services.
- Improving website functionality and user experience.



- Sending important service or policy updates.
 - Protecting against fraud, cyber threats, and unauthorized access.
 - Compliance with legal obligations.
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4. Cookies and Tracking Technologies

Our website uses cookies and similar technologies to enhance browsing, analyze traffic, and personalize content. You can manage or disable cookies via your browser settings, but some features may not function properly without them.

5. Data Sharing and Transfers

We do not sell your personal data. However, we may share data with:

- Service providers or business partners for operational purposes (e.g., hosting, analytics).
 - Regulatory authorities or law enforcement when legally required.
 - Entities outside Botswana, but only with appropriate safeguards in place (e.g., data transfer agreements).
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6. Data Retention

We retain personal data only as long as necessary to fulfill the purposes for which it was collected or to meet legal and regulatory requirements.

7. Your Rights Under the Data Protection Act

As a data subject, you have the following rights:

- **Access:** Request a copy of your personal data.
- **Correction:** Request rectification of inaccurate or incomplete data.
- **Erasure (“Right to be Forgotten”):** Request deletion of your personal data.
- **Restriction:** Request limitations on data processing.
- **Objection:** Object to data processing in certain circumstances.
- **Portability:** Request the transfer of your data to another entity.



To exercise these rights, contact us at: [\[info@cpciconsulting.co.bw /+267 71822922\]](mailto:info@cpciconsulting.co.bw).

8. Data Security

We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, alteration, disclosure, or destruction. However, no method of transmission over the Internet is 100% secure.

9. Third-Party Links

Our website may include links to third-party sites. We are not responsible for the privacy practices or content of such sites.

10. Children's Privacy

Our website is not intended for individuals under 18 years old. We do not knowingly collect personal data from minors.

11. Changes to This Policy

We may update this Privacy Policy from time to time. The "Effective Date" at the top will be revised accordingly. We encourage you to review this Policy periodically.

12. Contact Us

If you have any questions about this Privacy Policy or wish to exercise your data rights, please contact:

CPCA Consulting

Email: info@cpciconsulting.co.bw

Phone: +267 71822922

Address: Plot 61050 Diamond Park Block 8 Industrial Off-Tcono Dr