

In compliance with the Data Protection Act, 2019

DATA PRIVACY NOTICE

At **IPM**, we are committed to safeguarding your privacy and ensuring the security of your personal information. This Privacy Notice outlines how we collect, use, and share your data when you participate in our trainings/seminar/client function.

1. Collection of personal information

We may collect your personal information, including but not limited to your name, contact details, IDs, photographs, audio or video recordings, and any other data required for event registration and management.

2. Use of personal information

We may use your personal information for the following purposes:

- a. Identifying you and verifying your physical address;
- b. Event registration and organization;
- c. Capturing photographs, audio or/and video recordings for marketing, educational or promotional purposes;
- d. Sharing financial products with you for your financial well-being;
- e. Sending event-related communications, updates, and materials;
- f. Statistical analysis and reporting for improving our services;
- g. Processing payments;
- h. Responding to inquiries and complaints;
- i. Compliance with legal obligations.

Crescent Business Centre, 6th Floor, Crescent close, Opp. MP Shah, Parklands, P.O Box 10034-00100 Nairobi, Kenya.

Cell: +254710350224, +254 715 350 224 Email:info@ipm.or.ke Web: www.ipm.or.ke

3. Sharing of personal information

Your personal information may be shared with Regulatory bodies, our partners, service providers, or affiliated organizations for the purposes outlined herein. We ensure that these third parties also maintain the highest standards of data protection. We do not sell your personal data.

4. Data Retention

Your data will be retained only for as long as necessary to fulfill the purposes above or as required by law. Thereafter, it will be securely deleted or anonymized upon you notifying the Company in writing, of your intention to have your data deleted. This does not limit the Company's discretion to delete such data in accordance with its data retention policy or applicable law.

5. Rights of the Data subjects

- a. The right to access and request a copy of your personal data held by the Company;
- b. The right to request correction of any inaccurate or incomplete data;
- c. The right to withdraw consent and request for deletion of my data, by notifying the Company in writing via IPM-Accounts@ipm.or.ke subject to the provisions stated herein;
- d. The right to lodge a complaint with the Office of the Data Protection Commissioner in case of any misuse or breach etc.

6. Security measures

We have put in place reasonable organizational, technical and physical safeguards to protect your data from loss, misuse or unauthorized access.

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