



Privacy Policy for PR Operations in Nigeria's Energy Sector

Introduction

This privacy policy explains how the company collects, uses, stores, and protects personal and organizational data in compliance with the Nigeria Data Protection Regulation (NDPR) and other applicable laws. By engaging with the company's services, clients agree to the terms outlined in this policy.

1. Purpose and Scope

- To ensure compliance with the NDPR by protecting personal and sensitive client data.
 - To define the company's responsibilities in safeguarding data during PR operations.
 - To promote transparency in how data is handled, ensuring trust with clients, partners, and stakeholders.
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2. Data Collection

2.1 Types of Data Collected

- **Personal Data:** Includes names, contact information, job titles, and identification details of individuals.
- **Organizational Data:** Includes corporate information, project details, and confidential documents related to PR campaigns.
- **Usage Data:** Information on how clients interact with the company's website or digital platforms.

2.2 Methods of Data Collection

- Data is collected through forms, emails, meetings, contracts, and online interactions.
 - Additional data may be gathered through surveys, analytics tools, and feedback sessions.
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3. Data Usage

3.1 Purpose of Data Use

- **Service Delivery:** To execute PR campaigns, manage communication strategies, and engage stakeholders effectively.
- **Client Support:** To provide updates, respond to inquiries, and ensure smooth collaboration.





- **Compliance:** To meet legal and regulatory requirements in Nigeria's energy sector.

3.2 Data Sharing

- Data will only be shared with third parties as necessary for service delivery, such as subcontractors or partners, and only with prior client consent.
 - The company may disclose data to regulatory bodies if required by law.
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4. Data Protection and Security

4.1 Security Measures

- **Access Control:** Restrict access to sensitive data to authorized personnel only.
- **Encryption:** Use encryption protocols for storing and transmitting data.
- **Regular Audits:** Conduct periodic reviews of data protection measures to identify and address vulnerabilities.

4.2 Breach Management

- In the event of a data breach, affected clients will be notified within 72 hours, and necessary actions will be taken to mitigate risks.
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5. Data Retention

- Personal and organizational data will be retained only as long as necessary for service delivery or as required by law.
 - Upon termination of a contract, clients may request the deletion of their data, except where retention is mandated by legal obligations.
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6. Client Rights

6.1 Right to Access

- Clients can request a copy of the personal data the company holds.

6.2 Right to Rectification

- Clients may request corrections to inaccurate or incomplete data.

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6.3 Right to Deletion

- Clients can request the deletion of their personal data under certain conditions, such as the end of a contractual relationship.

6.4 Right to Restriction

- Clients can request limits on how their data is processed, especially during disputes or audits.

6.5 Right to Portability

- Clients can request the transfer of their personal data to another entity, provided it does not compromise proprietary company practices.
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7. Third-Party Websites

- The company's website may contain links to third-party websites. The company is not responsible for the privacy practices or content of these sites, and clients are encouraged to review their respective privacy policies.
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8. Policy Updates

- The company reserves the right to update this privacy policy to reflect changes in laws, regulations, or operational practices.
 - Clients will be notified of significant changes, and continued engagement constitutes acceptance of the updated policy.
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9. Governing Law and Jurisdiction

- This policy is governed by the Nigeria Data Protection Regulation (NDPR) and other relevant Nigerian laws.
 - Any disputes arising from this policy will be resolved under Nigerian jurisdiction.
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10. Contact Information

For questions, concerns, or requests related to this privacy policy, clients can contact:

Data Protection Officer

Jesse Nnadi

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+2347049138830

11. Conclusion

This privacy policy ensures Wetclay commitment to protecting client data, fostering trust, and complying with regulatory requirements.

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