



# Website Privacy Policy

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## 1 Introduction

This privacy policy tells you about the information we collect from you when you use our website. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### 1.1 Who are we?

We are PAS Solar Nigeria Limited. Our address is 1<sup>st</sup> Floor, Kojo Motors Building, Shehu Yar'Adua Way, Mabushi, Abuja – FCT. You can contact us by post at the above address, by email at [dataprotection@passolar.com](mailto:dataprotection@passolar.com) or by telephone on +234 (0) 9062100059.

## 2 How we use your information

### 2.1 When you use our website

In order to give you the best possible experience, we collect information from your interactions with our website, some of this information, you actively tell us (such as full name, phone number and email address, which we use to track your account or communicate with you), Other information we collect based on actions you take while going through our website, such as webpages you accessed and your interactions with our product features. This information includes record of those interactions, your IP Address, device used to access our website and browser type.

We use this information to:

- Provide, test, improve, promote and personalize PAS Solar services
- Fight spam and other forms of abuse
- Generate aggregate, non-identifying information about how people use PAS Solar services.

### 2.2 When you submit an enquiry via our website

When you submit an enquiry via our website, we ask you for your name, contact telephone number and email address.

We use this information to respond to your query, including providing you with any requested information about our products and services. We may also email you several times after your enquiry in order to follow up on your interest and ensure that we have answered your enquiries to your satisfaction. We will do this based on our legitimate interest in providing accurate information prior to a sale.

Your enquiry is stored and processed as an email which is hosted by Microsoft within the European Economic Area (EEA).

We do not use the information you provide to make any automated decisions that might affect you.

We keep enquiry emails for two years, after which they are securely archived and kept for seven years, when we delete them.

## 2.3 When you indicate interest on a product from our website

When you indicate interest on a product from us online, we ask you for your name, address, contact telephone number, email address and electrical energy consumption pattern.

We require this information in order to analyse and process your request/interest for our products or services and fulfil our contract with you.

Your information is stored on our website and on our cloud server, both of which are based within the European Union.

We do not use the information you provide to make any automated decisions that might affect you.

We keep your order information for a limited period of 2years.

## 2.4 Your rights as a data subject

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

If we are processing your personal data for reasons of consent or to fulfil a contract, you can ask us to give you a copy of the information in a machine-readable format so that you can transfer it to another provider.

If we are processing your personal data for reasons of consent or legitimate interest, you can request that your data be erased.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

Finally, in some circumstances you can ask us not to reach decisions affecting you using automated processing or profiling.

To submit a request regarding your personal data by email, post or telephone, please use the contact information provided above in the Who Are We section of this policy.

## 2.5 Your right to complain

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the Nigeria Data Protection Bureau via their website at [ndpb.gov.ng](http://ndpb.gov.ng) or write to them at:

Nigeria Data Protection Bureau  
No. 5, Donau Crescent, Off Amazon Street  
Maitama, Abuja  
Nigeria

## 2.6 Updates to this privacy policy

We regularly review and, if appropriate, update this privacy policy from time to time, and as our services and use of personal data evolves. If we want to make use of your personal data in a way that we haven't previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent. We will update the version number and date of this document each time it is changed.