

# PRIVACY NOTICE

## 1.INTRODUCTION

The Botswana Public Service College (BPSC) is strictly committed to respecting and safeguarding your right to privacy in accordance with the **Data Protection Act, 2024**. This notice outlines how the BPSC collects, processes, uses, stores and protects personal data obtained from learners to facilitate different training programmes through different modes (virtual, physical, online), as well as to facilitate the certification of learners who successfully completed the programmes.

This Privacy Notice applies to:

- **Public Service officers:** Government officers enrolled in BPSC programmes and services
- **General Stakeholders:** Official delegates attending Public Service seminars or workshops. These delegates include various government MDA's and parastatals.

## 2.DATA CONTROLLER?

The Executive Director of Botswana Public Service College as the “data controller” determines the purposes and means of processing your personal data.

Address: Plot....., Jawara Road, Village, Gaborone

Telephone: 3684200

## 3.DATA WE COLLECT

The BPSC collects and processes the following categories of personal data:

- Full names
- Contacts
- Email
- Gender
- Salary Scale
- Omang Number
- Designation

## 4. HOW WE COLLECT DATA

The above personal data is collected through the following methods:

- **Direct:** Data is collected directly from individuals, without the need of a middle man or third party.
- **Indirect:** Data is collected indirectly from individuals, through submissions made by employers (MDAs HR, Training Coordinators)

## 5. PURPOSE OF COLLECTION

The primary purposes for processing your personal data are for:

- Registration of learners into programmes
- Certification of successful learners

## 6. LEGAL BASIS FOR PROCESSING

Pursuant to the Data Protection Act, 2024, the BPSC processes your data under the following legal framework:

- Public Interest / Official Authority: Processing is necessary for the performance of tasks carried out in the public interest, or in the exercise of official authority vested in the BPSC via Presidential Directive No. 13/2008 to build public service capacity.
- Contract: Performance of a contract by the both the Botswana Public Service College and the learner.

## 7. SHARING YOUR DATA

We may share your data with:

- Employer at the MDAs: Relevant corporate or HR instances where it is required for official training audits

BPSC will not sell or disclose your personal data to third parties for unrelated purposes.

## 8. SECURITY

To prevent unauthorized access, loss or alteration of your information, BPSC enforces the following institutional protocols:

- Role-Based Access Control (RBAC), ensuring security registers are accessible only to vetted administration personnel
- BPSC personnel and staff will be trained on how to handle, manage and store data
- Certificates to have a unique identifier to verify authenticity of each certificate, and they will be password protected to prevent alteration of data

## 9. DATA RETENTION

| Data Type                    | Retention Period         | Reason                  |
|------------------------------|--------------------------|-------------------------|
| Registers (online, physical) | 5 years before disposal. | To validate request for |

|  |  |                                           |
|--|--|-------------------------------------------|
|  |  | copies of certificates from participants. |
|--|--|-------------------------------------------|

## 10. YOUR RIGHTS

According to Data Protection Act 2024, data subjects have rights regarding their personal data, and they are as follows:

- Right to be informed.
- Right of access.
- Right to rectification.
- Right to erasure.
- Right to data portability.
- Right to restriction of processing.
- Right to object to processing.
- Right to not be subjected to automated decision making including automated profiling.
- Right to lodge a complaint with the Information and Data Protection Commission (IDPC).
- Right to compensation and liability.

## 11. CONTACT DETAILS

To exercise these rights or lodge a complaint, you may contact our Data Protection Officer:

Data Controller: Directorate of Public Service Management,

Address: DPSM wing, Third Floor, Office No.320,

Telephone: 362 2658,

Mobile: 75893500,

Email: [dpsm-dpo@gov.bw](mailto:dpsm-dpo@gov.bw)

## 12. CHANGE TO THIS NOTICE

This privacy notice may be updated when the need arises to reflect changes in the DPSM operations and the law.