

# Privacy and Protection of Personal Information Statement

## 1. INTRODUCTION

This Statement describes how and why the Trade Law Centre (tralac) collects and uses personal data and provides information about individuals' rights in relation to their personal data.

## 2. COLLECTION AND USE OF PERSONAL DATA BY TRALAC

tralac adheres to the highest standards of ethical practices in all its operations to ensure the protection of your personal information collected.

### i. PERSONAL INFORMATION COLLECTED

All personal information collected and used by tralac is received directly from users of its website, participants in its programmes and events.

Information collected in relation to the tralac website includes:

- Names
- E-mail addresses
- Job titles and company details
- Location (Country of residence)
- Access dates and times

Information collected in relation to tralac's programmes and events includes:

- Names
- E-mail addresses
- Job titles and company details
- Location (Country of residence)

The abovementioned personal information is collected through the use of webforms, registrations forms for tralac programmes and events and from website cookies.

### ii. PURPOSE OF COLLECTION

Personal information collected by tralac is used primarily for the monitoring and evaluation of its capacity building programmes and reporting purposes. tralac only uses personal information where it is in the legitimate interest of pursuing the activities of tralac as a capacity building and research organization and to personalize and continually improve the use of its website and its programmes and events. tralac does not sell, barter, give away, rent, or permit anyone outside the Trade Law Centre to use or access such personal information.

### iii. PROTECTION OF PERSONAL INFORMATION

tralac is committed to the protection of the personal information collected. As such, to minimise the risk of loss, theft or misuse, all personal information collected by tralac is securely stored. The tralac website is also SSL activated and regularly monitored.

### 3. RIGHTS AND CONDITIONS OF USE

You have the right to:

- Request a copy of the personal information we have of you.
- Update or correct your personal information or to request an update to/or correction of your personal information collected and used by tralac.
- Request that tralac delete your personal information records from its database.

By visiting the tralac website and/or participating in tralac programmes and/or events you accept the conditions in section 2 above. The Trade Law Centre shall not be liable under any circumstances for injury or damages resulting from the use of information collected in relation to the tralac website or tralac's programmes and events.

Should you have any questions regarding the collection and use of your personal information or if you believe tralac has erroneous or incomplete information about you, or if you wish to request tralac to delete your personal information from its databases, please contact us by sending an email to: [info@tralac.org](mailto:info@tralac.org).