

## Privacy Notice

### Introduction

This privacy Notice ("Notice") will help you understand how Gemsread Publishing, the publishing brand of Gemsread Limited ("the Company", "We", "Us", "Our") collects, uses, stores, protects, and generally processes the personal data you provide to us when you visit and use our Website. We understand that you have other things scheduled, so we have simplified this notice to be concise and straightforward for easy reading.

We reserve the right to change this policy anytime, and you will be promptly updated. If you want to ensure that you are up to date with the latest changes, we advise you to visit this page frequently.

### Who We Are

Gemsread Limited is a publishing and technology enterprise that is spreading voices worth hearing. Our vision is to be Africa's best place to work while being market leaders in the broader African publishing industry.

We are dedicated to delivering high-quality, engaging content to researchers and readers around the world. This Notice applies to the information obtained by us through your use of this Website.

### Children's Data

Our services are not directed at persons under the age of eighteen (18), and we request that they do not provide any personal information through our services.

### Cookies

Cookies are tools used to collect information automatically from you when you visit a Website. We use cookies, and information about their usage is specified in our [Cookie Notice](#).

### What User Data We Collect

When you visit the Website, based on the category you fall under, we may collect the following data:

#### Prospective clients

1. Full name
2. Country of residence
3. Email address
4. Phone number
5. Institution affiliated with
6. Role in the institution

#### All Website Visitors

1. Your IP address.

2. The domain name of the Internet service provider (ISP).
3. Web pages visited, duration and frequency of visit.
4. Date and time of visit.
5. The Internet protocol address used to connect your device to the Internet for identification purposes.
6. Data profile regarding your online behavior on our website.

## Why We Collect Your Data

We are collecting your data for several reasons:

1. To better understand your needs.
2. To administer and improve the services we render.
3. To send you promotional emails containing the information we think you will find interesting.
4. To customize our website according to your online behavior and personal preferences.
5. To help us develop, improve, customize, or restructure our services.
6. To enforce our terms of service and any terms and conditions of any other agreement for our services.
7. To enhance data security.
8. To identify your device when you access your account.
9. To process statistical data to improve our engagement.
10. To manage your "case status" account.
11. To address your inquiries and complete your transactions.
12. To send relevant updates through our newsletter.
13. To communicate with you on relevant matters.
14. To install non-strictly necessary cookies on your device.
15. To notify you of any changes to any of our services.
16. To monitor metrics such as total number of visitors, traffic, and demographic patterns.
17. To fulfill legal requirements where needed.

This website does not collect sensitive data. However, if we do begin to collect sensitive personal data from you at some point, you will be notified, and your consent will be sought.

## The Lawful Bases Upon Which We Process Your Personal Data

We are required to process your data under at least one of 6 lawful bases available under data protection laws. The specific bases upon which we process your personal data are;

- a. **Legitimate interest:** Processing your data is necessary for our legitimate interests or the legitimate interests of a third party, provided your rights and interests do not outweigh those interests.
- b. **Consent:** You have given explicit consent for us to process your data for a specific purpose.
- c. **Contract:** If your data processing is necessary for a contract with us or because we have asked you to take specific steps before entering that contract.
- d. **Legal obligation:** If the processing of your data is necessary where there is a statutory obligation on us.

## **Safeguarding and Securing the Data**

Gemspread Limited is committed to securing and keeping your data confidential. We have done all in our power to prevent data theft, unauthorized access, and disclosure by implementing the latest technologies and software, which help us safeguard all the information we collect online. Some of the safeguards we use are firewalls and data encryption, physical access controls, and information access authorization controls.

## **Data Subject Rights**

At some point, you might wish to exercise your rights as a data subject. You can achieve this by doing the following:

When filling out forms on the website, check if there is a box you can leave unchecked if you don't want to disclose your personal information.

If you have already agreed to share your information with us, feel free to contact us via [info@gemspread.com](mailto:info@gemspread.com). If you desire to change any information already given, we will gladly change this for you.

Your rights as a data subject include to:

1. access personal data we hold about you by requesting a copy of the personal data we hold about you.
2. rectify such information where you believe it to be inaccurate.
3. restrict the processing of your data in certain circumstances.
4. object to the processing of your data where we intend to process such data for marketing purposes.
5. where feasible, receive all personal data you have provided to us – in a structured, commonly used, and machine-readable format.
6. request the erasure of your data (also known as the right to be forgotten).
7. withdraw your consent to the processing of your personal data.
8. complain with a relevant authority where you have reason to believe that we have violated the term(s) of this Privacy Notice. (You may complain or seek redress from us within 30 days from the time you first detected the alleged violation.)

If you suspect any violation of your right, you can send your complaint to the Data Protection supervisory authority in Nigeria, the Nigerian Data Protection Bureau (NDPB), at [info@ndpb.gov.ng](mailto:info@ndpb.gov.ng)

In the event that you reside outside Nigeria, particularly within the EU, you may direct your complaint to the appropriate supervisory authority in your country of residence.

## **Marketing**

We will not lease, sell, or distribute your personal information to any third parties. In addition, your personal data will be deleted from targeted marketing purposes once you unsubscribe from our marketing communications and, or newsletter.

### **Third Parties We Share Your Data With**

- We may disclose your data to law enforcement and government agencies pursuant to a subpoena, or court order, when we need to do so to comply with the law or credit/debit card rules or when we believe, in our sole discretion, that the disclosure of personal information is necessary to prevent physical harm or financial loss, to report suspected illegal activity, or to investigate violations of our User Agreement.
- We may disclose your data if we believe it is reasonably necessary to comply with a law, regulation, order, subpoena, or audit or to protect the safety of any person, to address fraud, security, or technical issues.

However, if you wish to prevent your device's operating system from sharing your Personal Data with Gemsread Limited or with the third parties mentioned for profiling purposes, you can do so by setting up your device appropriately – namely, by changing the privacy settings on your device to disable/restrict any advertising tracking features. For more information on this, please see the following links:

iOS Devices: <https://support.apple.com/en-us/HT202074>;

Android Devices: <https://support.google.com/ads/answer/2662922?hl=en>

### **Retention of your data**

We shall only keep your personal data, which we collect from you, for as long as necessary to fulfill the purposes described in this Notice. However, we will also retain personal data based on relevant provisions of applicable laws to resolve disputes and enforce our legal agreements and policies.

### **Contact Us**

If you wish to gain more clarity on how we manage your personal data or have any questions relating to this Notice, or your rights under this Notice, kindly reach out to us at [info@gemsread.com](mailto:info@gemsread.com), and we will respond as soon as possible.