

## **WAEC DATA PRIVACY POLICY**

This Privacy Policy between The WEST AFRICAN EXAMINATIONS COUNCIL of 21 Hussey Street, Lagos (hereinafter referred to as WAEC) and you, constitutes our commitment to your privacy on our administrative records, websites, social media platforms and premises.

### **1.0 YOUR RIGHT TO PRIVACY**

Your privacy is important to you and to WAEC. Therefore, we will protect the information you share with us. To protect your privacy, WAEC follows different principles in accordance with applicable data protection laws and regulations in relation to the handling of Personal Data. This Privacy Policy describes your privacy rights regarding our collection, use, storage, sharing and protection of your personal information. It applies to the WAEC website and all database applications, services, tools and physical contact with us regardless of how you access or use them.

If you have created a username, identification code, password or any other piece of information as part of our access security measures, you must treat such information as confidential, and you must not disclose it to any third party. We reserve the right to disable any user identification code or password, whether chosen by you or allocated by us, at any time, if in our opinion you have failed to comply with any of the provisions of these Conditions. If you know or suspect that anyone other than you know your security details, you must promptly notify us at [hnowaeclagos@yahoo.co.uk](mailto:hnowaeclagos@yahoo.co.uk), [hnowaeclagos@waec.org.ng](mailto:hnowaeclagos@waec.org.ng).

### **2.0 Consent**

You accept this Privacy Policy when you sign up for, access, or use the WAEC products and services offered on this platform and all related sites and applications or visit any of our offices for official or non-official purposes ((collectively referred to as “Services”)

### **3.0 Changes to our Privacy Policy**

We reserve the right to modify or amend this Privacy Policy at any time. All changes to this Privacy Policy will be effective immediately upon its posting on this website, portals and softwares. Ensure you check this Policy regularly to stay updated with any amendment

### **4.0 Information We May Collect When you Use this Platform**

We collect personally identifiable information such as

- (1) contact information (such as name, address, email address and phone number)
- (2) age
- (3) gender
- (4) date of birth, and
- (5) any other information you choose to provide us, subject to applicable laws and the terms of this Privacy Policy.

We may use third party service providers to assist us in collecting and maintaining this personally identifiable information. However, we require such service providers to maintain the confidentiality of such information.

We also collect non- personally identifiable information such as:

- (1) IP address,
- (2) cookies and web beacons
- (3) information regarding the type of browser and operating system that you use, along with other similar analytic data.

Your "IP address" is usually associated with the network location and physical location from which you enter the Internet.

### **5.0 How do we collect your data?**

We collect data and process data when you:

Register online for any of our examination or place an order for any of our products or services.

Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.

Use or view our websites or portals via your browser and the offline registration application (offline module).

Indirect sources of data collection include: JAMB registration and data collected from third parties on whose behalf we conduct aptitude test for their staff/candidates.

### **6.0 Your data protection rights**

Every user is entitled to the following:

- The right to access: You have the right to request from the council for copies of your personal data. We may charge you a small fee for this service.
- The right to erasure – You have the right to request that the Council erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that the Council restrict the processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that the Council transfer the data that we have collected to another organization, or directly to you, under certain conditions.

### **7.0 How We Use the Information We Collect**

We use your information as supplied which may be personally identifiable and non-personally identifiable in accordance with the extant governing principles for data processing according to the data protection regulations in force.

We may use it to uniquely identify you to enable us provide the services for which you provided the data. We may also disclose same to third party suppliers and service providers specifically involved in the processing of your information. We may further use it in a non-identifiable way in order to better

understand the services provided, how to improve these services and also improve the platform.

The information may also be used to review the status or activity of multiple users to resolve disputes, investigate problems, resolve problems/data breaches and enforce the terms of use or comply with extant regulations.

We may also use information provided by third parties like social media sites. Information about you provided by other sites are not controlled by WAEC and we are therefore not liable for how they use it.

### **8.0 Handling of Electronic Records and Backup**

All data received are encrypted by SSL (secure socket layers) to help protect them during transmission and such data are stored on our servers located in various secured locations.

We ensure that the servers are protected with the best security practices and technologies. Backup data containing your records are always encrypted. However, we will delete any personally identifiable information in our database upon your request or as otherwise required by law. We may, however, retain non-personally identifiable information indefinitely.

We maintain backup files as a protection against natural disasters, equipment failures, or other disruptions. Backup files protect you and us because they lower the risk of losing valuable data. Backup files may contain records with your personal information. Removing a record from our active files and databases does not remove that record from any backup systems. Such backup data will eventually be passively deleted as backup records are erased through the normal recycling of backup files. In the meantime, as long as backup records exist, they receive the same security protections as our other records.

### **9.0 Cookies**

The Council uses cookies for session management and personalization, we typically use session cookies and persistent cookies. You may elect to manage your cookies by setting your browser not to accept cookies or delete them from your computer. However, some of our website's features may not function as intended on browsers that do not accept cookies.

### **10.0 Marketing**

The Council would like to send you information about our products and services including that of service providers. If you have agreed to receive marketing information, you may always opt out later. You have the right at any time to stop the Council from contacting you for marketing purposes or giving your data to other members of the Council.

## **11.0 Security**

Communications between your browser and portions of the WAEC Integrated platform containing personally identifiable information are protected with Secure Socket Layer (SSL) encryption. This encryption is to help protect your information while it is being transmitted. Once we receive your information, we strive to maintain the physical and electronic security of your personal information using commercially reasonable efforts.

No data transmission over the internet or any wireless network can be guaranteed to be perfectly secured. As a result, while we strive to protect your personal information using commercially available and standard encryption technology, we cannot ensure or guarantee the security of any information you transmit to us, and you do so at your own risk.

## **12.0 In the Event of a Security Breach of Your Personal Information**

If we determine that, your personal information has or may reasonably have been disclosed due to a security breach of our systems, we will notify you, at the contact information provided to us, in accordance with and to the extent required by applicable state and federal law.

## **13.0 Data Confidentiality Rights**

Your information is regarded as confidential and will not be divulged to any third party except under legal and/or regulatory conditions. You have the right to request sight of, and copies of any and all information we keep on you, if such requests are made in compliance with the Freedom of Information Act and other relevant enactments. While NITDA is responsible for safeguarding the information entrusted to us, your role in fulfilling confidentiality duties includes, but is not limited to, adopting and enforcing appropriate security measures such as non-sharing of passwords and other platform login details, adherence with physical security protocols on our premises, dealing with only authorized officers of the Agency.

## **14.0 Third Party Privacy Practices**

During your interaction with our platform, we may provide other governmental bodies and third parties, with personal information such as your name, contact details, or other details submitted on our platform in compliance with statutory duties to you or third parties.

## **15.0 Links to Other Websites**

Certain transaction processing channels may require links to other websites. Please note that WAEC is not responsible for and has no control over such third-party websites. We do not monitor or review the content of other party's websites, which are linked from this platform. Opinions expressed or materials appearing on such websites are not necessarily shared or endorsed by us, and WAEC should not be regarded as the publisher of such opinions or materials. Please be aware that we are not responsible for the privacy

practices, or content of any third-party sites and we encourage our users to read the privacy statements of these sites. You should evaluate the security and trustworthiness of any other site connected to this platform or accessed through this platform yourself, before disclosing any personal information to it. WAEC will not accept any responsibility for any loss or damage in whatever manner, howsoever caused, resulting from your disclosure to third parties of personal information.

### **16.0 Contact Information**

If you have any questions or concerns about the Privacy Policy or privacy practice, please contact us at:

To contact our Data Protection Officer, kindly address your request to “The Data Protection Officer”

Email us at: [hnowaeclagos@yahoo.co.uk](mailto:hnowaeclagos@yahoo.co.uk), [hnowaeclagos@waec.org.ng](mailto:hnowaeclagos@waec.org.ng)

Call us: +234-811891883, 811918840

Or write us at: The West African Examinations Council,  
21 Hussey Street, Yaba, Lagos, P.M.B. 1022, Yaba, Lagos

### **17.0 Contact Information**

This Privacy Policy is made pursuant to the Nigeria Data Protection Regulation (2019) and other relevant Nigerian laws, regulations or international conventions applicable to Nigeria. Where any provision of this Policy is deemed inconsistent with a law, regulation or convention, such provision shall be subject to the overriding law, regulation or convention.

## **WAEC PRIVACY POLICY NOTICE**

This website uses cookies and other methods to process data in order to customise and control your site experience, provide social media features, analyze our traffic and personalise advertising on both our website and our Integrated system partner's platform.

Please note that clicking on 'Continue' signifies acceptance to the Terms & Condition/Privacy Policy of this Site.

For more information on how we process your personal data – please click

## **CONSENT DECLARATION FORM**

I .....(Name of Candidate) and .....(Candidate Number) for .....(Name of Exam) in .....(Month and Year of Exam) hereby authorise the West African Examinations Council (WAEC) to release my education records to .....(*insert name of Organisation*). The specific records covered by this release are: name, date of birth, gender, photograph, subjects and results, academic transcripts, degree certificates, credentials. The persons to whom the information may be released, and their representatives, may use this information for the following purposes: confirmation of results, processing school admission, and ancillary matters attendant upon my specific requirements etc. I understand that the records and information listed above includes information which is classified as private. I understand that by signing this Consent Form, I am authorising WAEC to release to the abovenamed Organisation/persons and their representatives, information which would otherwise be private and not accessible by them. I understand that without my informed consent, WAEC could not release the information described above because it is classified as private.

I understand that when my education records are released to the Organisation/persons named above and their representatives, WAEC has no control over the use the persons named above or their representatives make of the records which are released and thus, cannot be liable in the event of a breach. I understand that, at my request, WAEC must provide me with a copy of any educational records it releases to the organization/persons named above pursuant to this consent. I understand that I am not legally obligated to provide this information and that I may revoke this consent expressly at any time. I give this consent freely and voluntarily and I understand the consequences of my giving this consent.

I consent to the Council collecting personal information from me for the purposes set out above and I confirm that I freely consent to the process of the personal information and specifically, to effect any cross-border transfer of personal information into and outside the country where there are educational products and services which are provided by specific third-party sources and which I have applied for.

I consent to the Council in processing my personal information to provide products and services to me in terms of this agreement and any other products and services for which I may apply; to carry out statistical and other analyses to identify potential markets and trends, evaluate and improve the Council's service (this includes improving existing and developing new products and services).

In countries outside the country where the products or services are provided, these countries may not have the same data protection laws as the country where the products or services are provided. Where possible, the Council will ask the

receiving party to agree to its privacy policy and by sharing my personal information with third party service providers, locally and outside the country where the products or services are provided, the Council will ask people who provide services to agree to its privacy policy if they need access to any Personal information to carry out their services.

**SIGNED**

---

**DECLARANT**

\*Process: Any operation or activity, automated or not, concerning Personal Information, including: alteration, blocking, collation, collection, consultation, recording, retrieval, storage, updating, modification or the use of information. 'Processing' and 'Processed' will have a similar meaning.