

Centre for the Fourth Industrial Revolution Rwanda
PRIVACY POLICY – V1.1

The Centre for the Fourth Industrial Revolution Rwanda “C4IR Rwanda”, "we", "us" and "our" is devoted to safeguarding your personal information. The use of data, including any and all personal data collected by us, is governed by this privacy policy ("Privacy Policy"). Personal data is information about you that can be used to identify you as an individual. Therefore, we use your personal information in accordance with all applicable laws. To ensure compliance and align with C4IR Rwanda's principles of trust and openness, we employ a variety of security procedures to safeguard your personal information, and our personnel undergo regular data protection training and are required to adhere to data protection and privacy.

1. WHO WE ARE AND OUR CONTACT DETAILS

1.1. WHO WE ARE

This privacy policy applies to The Centre for AI Policy & Innovation Ltd., a private not-for-profit company incorporated in Rwanda (under company registration number 111491942) and whose registered office is at Norrsken House, 1 KN 78 St, Kigali, Rwanda.

The Centre for AI Policy and Innovation Ltd. (“the Centre”) serves as the legal operating entity tasked to fulfill the mandate of the C4IR Rwanda, and other related activities, which is to accelerate the inclusive adoption of 4th Industrial Revolution (“4IR”) technologies in Rwanda through multi-stakeholder partnerships between government, industry, civil society, and academia.

1.2. WHAT WE DO

The Centre’s vision is to help shape the development and application of emerging technologies, with a specific focus on artificial intelligence (AI) and data policy, for the benefit of Rwandan society.

The Centre’s mission is to co-design, test and refine governance protocols and policy frameworks to maximize the benefits and minimize the risks of 4IR technologies.

The Centre’s strategic objectives are:

- Create a conducive legal and regulatory environment that drives the creation and proliferation of AI products and services that provide transformative benefit to Rwandan society
- Enable the development, implementation and scale up of agile and human-centered pilot projects that can be adopted by policy-makers, legislators and regulators in Rwanda
- Advance Rwanda’s position as an attractive investment destination and proof of concept hub for technology innovation

1.3. HOW TO CONTACT US

We regularly review our compliance with this Privacy Policy. Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed in the first instance to info@c4ir.rw

If we do not satisfactorily answer your questions or concerns, you may also contact the National Cyber Security Authority (NCSA) at dpp@ncsa.gov.rw, which is the supervisory authority in Rwanda for any compliance related enquiries.

2. PROCESSING OF PERSONAL DATA

2.1. HOW DO WE COLLECT INFORMATION ABOUT YOU?

When you visit our website, our web server automatically saves information about your visit, such as your IP address, the website from which you visit us, the type of browser software used, the site pages that you actually see, as well as the date and length of your visit.

Furthermore, we handle personal data that you submit through our website, such as when you enter personal information (e.g., name, gender, address, email address, phone/fax number) on a registration page or sign up for an email newsletter.

To better serve you, we also collect information that you have opted to provide to us in response to customer research and satisfaction surveys, support functions or complaints;

2.2. WHAT DO WE USE YOUR INFORMATION FOR?

We will only use your personal data when we are allowed to and only where:

- We need to perform the contract we are about to enter into or have entered into with you;
- We have a legitimate interest in processing your personal data and your interests and fundamental rights do not override that interest;
- We have a legal basis, such as when you register for Center events or request Center services
- We need to comply with a legal or regulatory obligation; or
- You have given your consent

We use your information to provide our services. This might include:

- Processing and managing an application for our services as well as how you access and website. We have a legitimate interest in this to understand how users interact with our website and to comply with our regulatory obligations and to take steps to enter into a contract with you;
- Conducting statistical analysis about how you and other users of our website make use of the site. We have a legitimate interest to make improvements to our website or to develop new services;

- Getting in touch if we need to communicate to you about something, like a change announcement, our policies, or issues with our website (service notices). In some cases, we will do this to perform the contract we have with you. Alternatively, we will have a legitimate interest in giving you these service notices;
- Complying with any court order or applicable law, regulation or governmental request and to protect our rights or property, or the security or integrity of our business or services.

2.3. HOW WE HANDLE CHILDREN'S PERSONAL DATA

The Center does not intentionally request or collect personal information from minors under the age of 16. If the Center determines that it has inadvertently obtained personal information from a child under the age of 16, it will delete that child's personal information from its records as soon as reasonably practicable. The Center may, however, gather personal data of minors under the age of 16 if permitted by the child's holder of parental responsibility.

2.4. HOW DO WE SHARE PERSONAL DATA?

We do not disclose your personal information with any third party who plans to use it for direct marketing reasons unless you have given us express permission to do so.

The center may share your personal information with third parties for other purposes under the following conditions:

- With your consent: We will only share personal information with other parties outside of the Center with your permission. For the transfer of any sensitive personal information, we demand express opt-in consent.
- For legitimate interests: We will exchange personal data based on legitimate purposes, such as when you register for one of our events, unless such interests are outweighed by your interests or basic rights, in which case we will get your explicit consent.
- We will share personal data with third parties if we believe that access to, use of, preservation of, or disclosure of the personal data is reasonably necessary to:
 - Comply with all relevant laws, regulations, legal processes, and enforceable governmental requests.
 - Enforce the appropriate Terms of Service, including the investigation of possible breaches.
 - Detect, prevent, or mitigate fraud, security, or technical concerns in various ways.

2.5. HOW LONG DO WE PROCESS YOUR INFORMATION FOR?

We only store your information for as long as it is necessary to perform the requested services. We will delete your contact information once it is no longer relevant, or upon explicit request from you.

You can ask us to stop processing your information or change the way in which we use it by emailing info@c4ir.rw

However, there are certain exceptions. We may have additional legal justifications for processing your information (for example, to comply with our statutory or regulatory duties or the orders of a court). For example, we may be required to keep your personal data for a longer period of time in order to comply with applicable law, tax obligations, or regulatory requirements, as well as to establish, exercise, and defend legal claims.

The supervisory authority may also enact legislation establishing any other reason for retaining personal data for a longer length of time.

2.6. SECURITY OF PERSONAL DATA

The Center is dedicated to ensuring the protection of your personal information. Any information you send to the Center is treated with care and securely, and it will not be used in ways other than those specified in this Privacy Policy, any site/area-specific rules, or in ways to which users have not specifically approved. To secure the information stored on the Center's web servers from loss, misuse, unauthorized access or disclosure, modification, or destruction, the Center utilizes a variety of technologies and security procedures.

However, because the internet is not a completely secure environment, the Center cannot assure or guarantee the security of any information transmitted to our website by the user. There is no assurance that information will not be accessed, disclosed, changed, or deleted if any of the Center's physical, technological, or administrative measures are breached.

All Center's employees who have access to and are linked with the processing of personal data are required to keep privacy and ensure security of such personal data.

3. YOUR RIGHTS

You have a number of rights under Rwanda's [data protection law](#) in relation to data held about you. Under certain circumstances, by law you have the right to:

- Request access to your personal information (sometimes known as a 'subject access request'). This enables you to receive a copy of the personal information we hold about you.

You may submit us a request for access; however, we will only provide such information if you provide valid identification. You also have the right to request that any mistakes in your personal data be corrected by the Center.

- Request correction of the personal information that we hold about you. This enables you to ask us to have any incomplete or inaccurate information we hold about you corrected.
- Request that your personal information be erased. This allows you to request that we delete or erase personal information from our systems if there is no compelling reason for us to keep it. You also have the right to request that your personal information be deleted or removed if you have exercised your right to object to processing (see above)
- Object to processing of your personal information when we are relying on a legitimate interest (or the legitimate interest of a third party) and there is something about your specific circumstances that makes you want to object to processing on this basis. You have the right to object if we use your personal information for direct marketing purposes.

- Request that your personal information be restricted from being processed. This allows you to request that we stop the processing of personal information about you, for example, if you want us to investigate its correctness or the purpose for processing it.
- Request the transfer of your personal information to another party.

To request a copy of the personal data the Bank holds about you or to contact us about any other individual rights, including requesting an amendment to, or deletion of, your personal data, please contact by emailing info@c4ir.rw

We will strive to respond to your request as quickly as possible. We may need to seek certain information from you from time to time in order to validate your identity and secure your right to access the information (or to exercise any of your other rights). This is yet another acceptable security safeguard to guarantee that personal information is not revealed to anybody who does not have the authority to receive it.

4. LINKS TO THIRD PARTIES

Our website may contain links or redirects to other websites, social media profiles, or information that is not within our control. Such links or redirections do not constitute endorsements of such websites or any indication of our relationship with them in any manner, and such third-party websites are not covered by this notice.

If you browse such third-party websites, please check that you agree with their separate privacy rules before providing them with any personal information. We cannot be held liable for the actions, privacy policies, or degrees of privacy compliance of any third-party website.

5. COOKIES

This site uses anonymized Google Analytics cookies to help us understand how visitors use the site.

6. QUESTIONS AND COMPLAINTS

If you need to submit a question or wish to make a complaint about how we process your information, please contact us by emailing info@c4ir.rw

7. CHANGES TO OUR PRIVACY INFORMATION

The Center will update this page with important changes, or otherwise update specific privacy notices relevant to how we process your data. This policy was last updated on August 7, 2024.