

## Privacy Policy & Terms

This website is owned and operated by CapaBuil Ltd. The material on the website, therein called the Site, is protected by copyright and trademark laws.

You may access the Site in several ways, including but not limited to the World Wide Web.

This statement/policy explains our practice in relation to the collection, retention, storage and sharing of personal data.

### Nature of Personal Information Collected

The type of personal information collected includes, but is not limited to:

- your name
- your gender
- your nationality
- your electronic mail address
- your residential business and postal mailing address
- your home and work telephone number(s)
- your home and work facsimile number(s)
- your mobile number
- your learning Interests/needs
- your interests

### Cookies

Cookies are pieces of information that a website transfers to an individual's hard drive for record keeping. Cookies make web-surfing easier by saving preferences and browsing patterns while you are at the site. Cookies may be used to analyze the site usage, improve content, customize the site's content and layout and for other customer service purposes. A cookie may enable us to relate your use of our site to other information about you, including your personal information. All of these purposes serve to improve and personalize your experience on our site. Most web browsers can be set to inform you when a cookie has been sent to you and provide you with the opportunity to refuse that cookie. However, refusing a cookie may, in some cases, preclude you from using, or negatively impact the display or function of, the site or certain areas or features of the site.

### Disclaimer

Whereas CapaBuil applies maximum due care in the content we post on our site, we shall not accept loss resulting from use of or failure to use information accessed on our site. CapaBuil is not, in any way, responsible for content on external links. CapaBuil Ltd will, therefore, not be liable for any loss caused as a result of your doing, or not doing, anything as a result of viewing, reading or listening to the material or any part of it. We do not warrant that the website or any of its contents is virus free. We, therefore, do not accept any responsibility for any infection by virus or other contamination, or by anything which has destructive properties. You must take your own precautions in this respect.

We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our site and recommend that you check the policy of each site you visit and contact its owner or operator if you have any concerns or questions. In addition, if you linked to this site from a third party site, we cannot be responsible for the privacy policies and practices of the owners or operators of that third party site and recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

## Use of Personal Data

Your personal data may be used for one or more of the following purposes or any purposes directly related to them:

- To engineer and administer user specific capacity building solutions;
- For the promotion and provision of various CapaBuil solutions/services to you;
- To fulfill your specific request, application, enrolment relating to our solutions and services;
- To process your complaints, enquiries or feedback;
- To collect information with regard to use of expert forums operated by CapaBuil for research or statistical purposes;
- Other purposes as permitted by law; and
- Any other purposes as maybe agreed between you and the CapaBuil.

The provision of personal data or any information is voluntary, however, failure to provide the requested personal data may result in the CapaBuil being unable to process your request, perform its statutory functions or deliver its services to you.

CapaBuil Ltd intends to use the personal data of your name, email address and correspondence address to inform you of Capacity Building (CapaBuil) programs, your benefits, goods, services, facilities and other events organized or provided by CapaBuil or other organizations. You may opt out from receiving such materials at any time by using our unsubscribe link or writing to us at [info@capabuil.com](mailto:info@capabuil.com).

## Data Retention

Unless otherwise agreed, hard copies of any documents containing your personal data that you provide to the CapaBuil will become the property of the CapaBuil and will not be returned to you. Personal data will be retained only for such period as may be necessary for carrying out the purposes stated in this policy or as otherwise specified at the time of collection.

## Disclosure and sharing of personal information

Personal data held by CapaBuil will be kept confidential and will not be shared with third parties but CapaBuil may, where such disclosure or transfer is necessary to satisfy the purpose, or directly related purpose, for which the data was collected provide such information or copies to the following relevant parties:

- Authorized CapaBuil personnel including contractors, consultants and lawyers for performing various CapaBuil business functions such as optimization of ICT solutions to serve you better;

- Any person to whom we are required to make disclosure under any law applicable in Kenya or as a result of a court ruling as such.

Personal data may also be disclosed to any person or persons pursuant to any statutory or contractual obligations or as required by court of law, provided such person or persons are able to prove the required right or authority to access such information.

Except as stated above or with your prior consent, CapaBuil will not transfer or disclose your personal information to any third party.

CapaBuil cannot control how third parties use your personal information and assumes no responsibility for the privacy protection provided by such third parties.

## Security

When collecting personal data over the internet, CapaBuil will secure the transmission as appropriate according to the nature of the data being collected. All information stored in our computer system is protected from access by unauthorized users.

Where personal data is stored electronically, it will be kept in a password-protected form. Personal data, whether stored in electronic form on computers or in hard-copy form will be accessible only by authorized officers or employees of CapaBuil. Information that is stored in document form is kept in secure, locked offices to prevent access by unauthorized persons. Persons designated by CapaBuil to handle personal data will be made acquainted with this privacy policy and told how to fulfill our obligations to you.

## Conclusion

These terms and conditions apply whenever you access the Site, or on whatever platform. By using the website, you are deemed to have accepted these conditions. These terms may be varied from time to time. Please ensure that you review these terms and conditions regularly as you will be deemed to have accepted a variation of policy if you continue to use the site after it has been posted.

Although we will do our best to provide constant, uninterrupted access to [www.capabuil.com](http://www.capabuil.com), we do not guarantee this. We accept no responsibility or liability for any interruption or delay.