



COMMONWEALTH BUSINESS WOMEN NETWORK KENYA

WEBSITE TERMS AND CONDITIONS, PRIVACY AND COOKIE POLICIES

1. Terms and Conditions

Please read these Terms of Use (“Terms”, “Terms of Use”) carefully before using the CBWN-K website (the Service).

Your access to and use of the Service is conditioned on your acceptance of and compliance with these Terms. These Terms apply to all visitors, users and others who access or use the Service.

By accessing or using the Service you agree to be bound by these Terms. If you disagree with any part of the terms then you may not access the Service.

Intellectual Property Rights

Other than the content you own, under these Terms, CBWN-K and/or its licensors own all the intellectual property rights and materials contained in this Website. You are granted limited license only for purposes of viewing the material contained on this Website.

Restrictions

You are specifically restricted from all of the following:

- publishing any Website material in any other media platform;
- selling, sublicensing and/or otherwise commercializing any Website material;
- publicly performing and/or showing any Website material;
- using this Website in any way that is or may be damaging to this Website;
- using this Website in any way that impacts user access to this Website;
- using this Website contrary to applicable laws and regulations or in any way may cause harm to the Website, or to any person or business entity;
- engaging in any data mining, data harvesting, data extracting or any other similar activity in relation to this Website;
- using this Website to engage in any advertising or marketing.
- Certain areas of this Website are restricted from being access by you and CBWN-K may further restrict access by you to any areas of this Website, at any time, in absolute

discretion. Any user ID and password you may have for this Website are confidential and you must maintain confidentiality as well.

Your Content

In these Website Standard Terms and Conditions, "Your Content" shall mean any audio, video text, images or other material you choose to display on this Website. By displaying Your Content, you grant CBWN-K a non-exclusive, worldwide irrevocable, sub licensable license to use, reproduce, adapt, publish, translate and distribute it in any and all media. Your Content must be your own and must not be invading any third-party's rights. CBWN-K reserves the right to remove any of Your Content from this Website at any time without notice.

Limitation of liability

In no event shall CBWN-K, nor any of its officers, directors and employees, be held liable for anything arising out of or in any way connected with your use of this Website whether such liability is under contract.

Indemnification

You hereby indemnify to the fullest extent CBWN-K from and against any and/or all liabilities, costs, demands, causes of action, damages and expenses arising in any way related to your breach of any of the provisions of these Terms.

Severability

If any provision of these Terms is found to be invalid under any applicable law, such provisions shall be deleted without affecting the remaining provisions herein.

Variation of Terms

CBWN-K is permitted to revise these Terms at any time as it sees fit, and by using this Website you are expected to review these Terms on a regular basis.

Entire Agreement

These Terms constitute the entire agreement between CBWN-K and you in relation to your use of this Website, and supersede all prior agreements and understandings.

Governing Law & Jurisdiction

These Terms will be governed by and interpreted in accordance with the laws of Kenya, and you submit to the non-exclusive jurisdiction of the courts located in Kenya for the resolution of any disputes.

Termination

We may terminate or suspend access to our Service immediately, without prior notice or liability, for any reason whatsoever, including without limitation if you breach the Terms.

2. PRIVACY POLICY

Your privacy on the internet is of utmost importance to CBWN-K. This privacy statement describes CBWN-K's policy concerning the gathering and sharing of visitors' information through the CBWN-K web site. It applies to all "CBWN-K sites" – that is, all sites within the "CBWN-K" domain name.

What information does CBWN-K collect?

Normal web site usage

In general, you can browse the CBWN-K site without telling us CBWN-K you are or revealing any personal information about yourself. The only information we gather during general browsing is from standard server logs. These include your IP (Internet Protocol) address, domain name, browser type, operating system, and information such as the web site that referred you to us, the files you download, the pages you visit, and the dates/times of those visits.

Collection of personally identifiable information

If you register for a newsletter, log on to certain CBWN-K sites, order a book, request information, provide feedback, apply for a job, join a discussion group or join an electronic mailing list, you will be asked to provide personal information such as your name, postal address and e-mail address.

This information is collected only with your knowledge and permission, and is kept in various CBWN-K databases and mailing lists. If you are purchasing something using the web, you may be asked to provide your credit card details. These details are transferred to a secure, online payment service, hosted outside CBWN-K. Credit card information is not retained by CBWN-K.

CBWN-K sites with specific requirements to collect personal information may publish a privacy policy specific for that site. In these cases, the site-specific policies will be complementary to this general CBWN-K privacy policy, but will give additional details for that particular site.

For certain CBWN-K sites, registering or supplying personal information sets a cookie*. By setting this cookie, CBWN-K will remember your details the next time you visit, so you don't have to re-enter the information. This helps us to provide you with a better service.

Joining electronic discussion groups may mean that other participants of the discussion group (including non-CBWN-K employees) will see personal information that you have volunteered. For open discussion groups, this information will be public.

What does CBWN-K do with the information it collects?

Normal web site usage

The information gathered during general browsing of the “CBWN-K.” domain is used to analyze trends and usage of the CBWN-K site and to improve the usefulness of the site. It is not connected with any personal information.

Personally, identifiable information

CBWN-K may use the personal information you provide to:

- Contact you – either in response to a query or suggestion, or to mail newsletters, documents, publications etc. to you;
- Manage and process your job application;
- Confirm your purchases and registrations on the site;
- Obtain payment for purchases through the site (via credit card);
- “Remember” your online profile and preferences;
- Help you quickly find information that is relevant to you based on your interests, and help us create site content most relevant to you;
- Statistical analysis.
- What if I don’t want to provide personal information?
- Providing personal information on the CBWN-K site is optional. If you choose not to provide personal information, you can still browse and use the CBWN-K site, but you will not be able to carry out certain actions such as purchase items, register for a newsletter or apply for a job.

Opting out and changing your information

At any time, you can cancel or modify your information by returning to the web page where you first provided the information and contacting the focal point for that page. Where contact details are not provided on the page, you can contact us here for further information.

Security

We do not sell or share any personally identifiable information volunteered on the CBWN-K site to any third party. Any information provided to CBWN-K by users of the CBWN-K site is held with the utmost care and security, and will not be used in ways other than as set forth in this privacy policy, or in any site-specific policies, or in ways to which you have explicitly consented. CBWN-K employs a range of technologies and security measures to protect the information maintained on our systems from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

All our employees CBWN-K have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of official business matters, including personal data.

The CBWN-K site contains links to sites external to the CBWN-K. domain. CBWN-K is not responsible for the privacy practices or the content of such sites.

3. COOKIE POLICY

Use of Cookies

CBWN-K is committed to protecting your personal information and ensuring your experience with us is as safe and as enjoyable as possible. In this section, you'll find information on how and why we use "cookies" to improve our service and your web experience. You'll also find out how to manage the information that is collected.

What Are Cookies?

Most websites, including CBWN-K, use cookies to improve your browsing experience. Cookies are small amounts of information in the form of text files sent by our website to your computer, mobile phone or other device when you visit our website. They allow us to do various things, including tailor the content you see, and ensure the security of your online experience. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are small text files that can be used by websites to make the experience more efficient for the user. The law states that we can store cookies on your device if they are strictly necessary for the operation of this website. For all other types of cookies, we need your approval.

It is stored on the hard drive of your computer. You can choose not to have cookies delivered by CBWN-K sites by changing your browser settings. Different web sites can send their own cookies to your computer. To protect your privacy, your browser only allows a web site to access the cookies it has already sent you, not the cookies sent by other sites.

Cookie Types and Their Uses

- The necessary cookies help to make a website usable by enabling basic functions such as page navigation and access to protected areas of the website. The website cannot function properly without these cookies.
- Analytical/performance cookies. They allow us to recognize and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- Functionality cookies. These are used to recognize you when you return to our website. This enables us to personalize our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- Targeting cookies. These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests.

Social buttons

We use social buttons to enable our users to share or bookmark web pages. These are buttons for third party social media sites and these sites may log information about your activities on the Internet including on this Website. Please review the respective terms of use and privacy policies of these sites to understand exactly how they use your information and to find out how to opt-out, or delete, such information.

What are your cookies options?

You can choose not to have cookies delivered by CBWN-K sites by changing your browser settings. Different web sites can send their own cookies to your computer. To protect your privacy, your browser only allows a web site to access the cookies it has already sent you, not the cookies sent by other sites.

Please note, however, that if you delete cookies or do not accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

The Use of Hyperlinks

Our website may provide hyperlinks to other locations or websites on the Internet. These hyperlinks lead to websites published or operated by third parties who are not affiliated with or in any way related to us and have been included in our website to enhance your user experience and are presented for information purposes only.

We do not endorse, recommend, approve or guarantee any third- party products and services by providing hyperlinks to an external website or webpage and do not have any co-operation with such third parties unless otherwise disclosed. We are not in any way responsible for the content of any externally linked website or webpage.

By clicking on a hyperlink, you will leave the CBWN-K webpage and accordingly you shall be subject to the terms of use, privacy and cookie policies of the other website that you choose to visit.

Amendments

CBWN-K reserves the right to amend or modify these policies at any time. Any amendment or modification to this statement will take effect from the date of notification on the CBWN-K website.

Notification of changes

Changes to these policies will be posted on the CBWN-K home page at www.cbwnkenya.org

Contact

For questions or queries regarding these policies, please contact us at info@cbwnkenya.org

Statement Effective Date

1 August 2020