



BUAN DATA PROTECTION POLICY STATEMENT

Effective Date: 20 December 2024

1. Introduction

At the Botswana University of Agriculture and Natural Resources (BUAN), we are committed to upholding the highest standards of data privacy and protection. In alignment with the Botswana Data Protection Act 32 of 2018 (hereinafter referred to as “the Act”) and its amendments, we ensure that personal data is processed lawfully, fairly, and transparently.

2. Scope

This policy applies to all personal data collected, processed, and stored by BUAN in the course of our academic, research, administrative, and outreach activities. It encompasses data related to students, staff, research participants, partners, and other stakeholders.

3. Data Protection Principles

BUAN adheres to the following principles in processing personal data:

- a. **Lawfulness, Fairness, and Transparency:** Data is processed legally, fairly, and in a transparent manner.
- b. **Purpose Limitation:** Data is collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- c. **Data Minimization:** Only data that is adequate, relevant, and limited to what is necessary is collected.
- d. **Accuracy:** Data is accurate and, where necessary, kept up to date.
- e. **Storage Limitation:** Data is retained only for as long as necessary for the purposes for which it is processed.
- f. **Integrity and Confidentiality:** Data is processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage.
- g. **Accountability:** BUAN is responsible for, and can demonstrate compliance with, these principles.

4. Data Subject Rights

In accordance the Act, individuals have the right to:

- Access their personal data held by BUAN.
- Request correction or deletion of their data.
- Object to or restrict processing of their data.
- Data portability.



- Lodge a complaint with the Information and Data Protection Commission.

5. Data Security Measures

BUAN implements appropriate technical and organizational measures to safeguard personal data, including:

- Access controls and authentication mechanisms.
- Encryption and secure storage solutions.
- Regular security assessments and audits.
- Staff training on data protection and privacy.

6. Data Breach Notification

In the event of a data breach that poses a risk to individuals' rights and freedoms, BUAN will notify the Information and Data Protection Commission without delay, as mandated by the Act. Affected individuals will also be informed without undue delay.

7. Cross-Border Data Transfers

BUAN ensures that any transfer of personal data outside Botswana complies with the conditions set out in the Act, including:

- Transfers to countries with adequate data protection measures.
- Use of standard contractual clauses or binding corporate rules.
- Obtaining explicit consent from data subjects where necessary.

8. Data Protection Officer

BUAN has appointed an interim Data Protection Officer (DPO) responsible for overseeing compliance with data protection laws and serving as the point of contact for data subjects and the Information and Data Protection Commission.

9. Contact Information:

Data Protection Officer: Mr Kabelo S. Mosarwe (Interim)
Botswana University of Agriculture and Natural Resources
Content Farm, Sebele, Gaborone
Email: dataprotection@buan.ac.bw / kmosarwe@buan.ac.bw
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