

Privacy Policy



The West African Institute of Mining, Metallurgy and Petroleum (WAIMM) recognize the importance of your privacy and is committed to protecting your privacy on-line. The privacy of your personal information and other data is of ultimate importance to us and our [Terms of Use](#) sets out practical measures to ensure the privacy of any personal information which you provide to us through our website www.waimm.org will be processed by us.

Please read through the Privacy Policy carefully to understand the practices regarding the use of the data we collect from you and the terms of use of the WAIMM website.

Changes to the Privacy Policy

WAIMM reserves the right to make changes to this policy at any time after thorough research or as required by applicable legislation without prior notice. Any changes made to this policy will be posted on this page and enough notification made on the website. We will also notify you of any changes subsequently by email.

Information we collect

Information collected by WAIMM from members and other individuals (including but not limited to usernames, phone numbers, personal identification, academic qualifications, employment history, passwords, email address etc.) through our website or that we may request, would be used exclusively for the conduct of WAIMM's activities and would not be intentionally released to any third parties, except institutions with a specific, legal right to access that information, at any time or under any circumstances.

WAIMM does not take responsibility for on-line payments provided using secured external websites since WAIMM does not handle, collect or store information of any of the relevant payments made using credit or debit cards.

Purpose for collecting your personal information

The main purpose for collecting your personal information is:

1. To ensure the individual can be correctly and easily identified
2. For assessing the eligibility of the applicants member status
3. To provide services and benefits for our members
4. To maintain contact with the member on relevant issues regarding their membership
5. To provide services, professional relationships and communicate effectively with members about the business of the Institute and other obligations

What kind of information WAIMM collects about you

WAIMM collects your personal information when you register with us, through the membership application, any subsequent information you provide to update your profile, as well as information you provide at any WAIMM related events, locations and functions. We also obtain certain information when you visit our website for data purposes and research although it doesn't identify you personally.



How the WAIMM use your personal Information

Your personal information may be used by WAIMM for the following:

- For the purpose of communicating with you about new products or services, upcoming events, functions and special offers or provide you with services that you have requested from us.
- To notify you about changes to our services, programs, publications and other products etc.
- To facilitate on-line services including event registrations, publication subscriptions, payment of membership dues and other products or services.
- For identity checks, verify membership status and fraud prevention etc.
- To answer questions and respond to feedback and complaints and enhance the security of our services

Membership directory

The WAIMM makes publicly available a membership directory through the WAIMM website for use by other members or confirming WAIMM membership. This is restricted and

usually limited to:

- members' names,
- membership grade,
- membership branch
- city
- country of residence

WAIMM Newsletters and Marketing

As a WAIMM member, you will occasionally receive information by email from us about publications, services, events, information updates and special offers and invitations to conferences etc. which we think will be of interest to you via our email notification and newsletter etc., unless you have chosen not to receive such communication. The purpose of such emails is to promote the WAIMM's services and benefits. You can change whether or not you receive such marketing and promotional emails from us in the "Profile" section of your portal. Please note that you will still receive email communication regarding your member subscription or other notification necessary for administering your membership.

Disclosure of Your Information to third parties

Your personal information may be disclosed with your consent to companies with corporate membership that have posted jobs using our job search and are looking forward to recruiting your services for employment purposes. Also, our partners for the lifestyle benefits can occasionally access specific details with our permission to sell their benefits and other services such as hotel accommodation, vehicle hire, travel and tour services etc. members can always opt out of or unsubscribe to such services by communicating their grievance to membership@waimm.org or directly unsubscribe from the vendors messages.

Security of your personal information

WAIMM is committed to ensure your information is secured and protected from unauthorized access, destruction, modification or disclosure. We have physical, electronic and other system protocols and mechanisms to guarantee that your information is safe and protected from unauthorized access. Only authorized personnel are given access to parts of your information to enable them provide specific services to you under strict confidentiality.

How secured are your personal details?

Whilst WAIMM takes the utmost care in protecting your personal details, it is important the User takes the responsibility to securely store their login information including the username and passwords. You are required to take specific measures necessary to prevent unauthorized access to their private information within the WAIMM database. These should include, but are not limited to the following:

- Members are provided with login details with which they can access restricted parts of the website and other on-line publications
- Login details (username and passwords) are provided solely for the members use
- You must never share your WAIMM login details with anyone
- Change your password immediately anytime you are concerned your login details have been compromised

- Immediately contact customer services if you suspect your login details have been compromised

Updating your Personal Information

It is your responsibility to ensure your personal information is accurate, complete and update for the purpose of effective communication. Your personal details (i.e. your name, address, or telephone number) must be updated in the “Profile” section of your Portal accordingly to reflect such changes. We shall not be liable for any loss arising out of your failure to keep your personal details up to date although we will occasionally send you a request to update your details.

Where your information is stored

The data that we collect from you and the entire membership database are stored on secure computer servers located in the USA.

How WAIMM communicates with you

Most of the communication would be by sending you email to the primary email address registered with us. Such emails may include call for papers, event registration, member subscription processes, system generated emails such as confirmation of member status, password notification, notification of transaction details etc. Occasionally, letters may be delivered to you through the post or we may contact you by telephone to the contact numbers you provided in your membership application in the event of an emergency.

Phishing

We will NEVER send emails asking you for details such as personal details, username and passwords. Please DO NOT respond to such mails since our staff will never ask you for your password or login details.

Contact Us

For further enquiries about this Privacy Policy including comments, complaints, questions etc. or any other privacy related issues, please contact privacy@waimm.org.

Feel free to contact us by calling +233 - 303 - 930 - 913.