

# **ANSIPPA PERSONAL DATA PRIVACY NOTICE AND CONSENT**

## **Anambra State Investment Promotion and Protection Agency (ANSIPPA)**

### **INTRODUCTION**

The Anambra State Investment Promotion and Protection Agency (ANSIPPA) respects your right to privacy and is committed to protecting your data. This Privacy Notice outlines how we collect, process, and safeguard your personal information in your engagement with the Agency.

### **PURPOSE OF PROCESSING YOUR INFORMATION**

ANSIPPA processes personal data as part of its mandate to promote, facilitate, and protect investments in Anambra State. This includes, but is not limited to, interactions related to investment applications, partnership inquiries, dispute resolution, stakeholder engagement, and internal or external communications.

We collect personal data such as your name, contact details, identification information, and relevant documents necessary to process your request or transaction. Please do not submit personal data unrelated to your engagement with the Agency.

### **HOW WE WILL USE YOUR PERSONAL DATA**

Your personal data is used strictly for official purposes in line with ANSIPPA's operations, including:

- Processing investment applications and related documents.
- Responding to inquiries, disputes, or requests for information.
- Conducting stakeholder analysis, reporting, and institutional reviews.
- Engaging with partner agencies and government departments where necessary.

We may use anonymised data for reporting and analytical purposes. Any public disclosures (e.g., annual reports, success stories) will be redacted to prevent individuals from being identified unless consent is explicitly provided.

### **INFORMATION WE SHARE**

We do not sell your data. However, we may share personal information with:

- Relevant state and federal government agencies.
- Public-private partners involved in project execution.
- Authorised third parties such as contractors or consultants, strictly to fulfil ANSIPPA's functions.

We will seek your consent before disclosing your personal data to any external third party not legally obligated to receive such data. Without your consent, some engagements may not be processed or completed.

### **INFORMATION WE COLLECT**

- Full name and contact details
- Identification documents (e.g., CAC registration, tax ID)
- Documents and statements related to investment proposals or grievances

### **From Third Parties:**

We may obtain relevant information from government registries, business partners, or regulatory bodies, strictly in line with the purpose of your engagement with ANSIPPA.

### **DATA PROCESSING METHODS**

Data may be processed manually or through secure digital systems. ANSIPPA takes steps to ensure that data is handled responsibly and legally.

### **HOW WE PROTECT YOUR INFORMATION**

All personal data is stored securely in physical and/or electronic systems with restricted access. We implement appropriate organizational and technical measures to prevent unauthorized access, data breaches, or misuse.

### **DATA RETENTION**

Your personal data will be retained only for as long as necessary to fulfill its intended purpose or as required by Nigerian law, typically for a minimum of 5 years after the end of the transaction or engagement.


### **YOUR RIGHTS AND REQUESTS**

You have the right to:

- Access your personal data held by ANSIPPA
- Request correction or deletion where applicable
- Withdraw consent, where consent is the legal basis for processing
- Lodge a complaint if you believe your data is being misused

**To make a request, please contact us via the details below.**

 [ansippa@anambrastate.gov.ng](mailto:ansippa@anambrastate.gov.ng)

 +234 916 134 8075