PRIVACY NOTICE

30th TAFISA World Congress – Botswana 2027

Effective Date: 26th October 2026

1. Introduction

Welcome to the official website of the **30th TAFISA World Congress** to be held in Botswana, Gaborone.

We respect your privacy and are committed to protecting the personal information entrusted to us by Congress participants, prospective participants, speakers, exhibitors, partners, sponsors, suppliers, volunteers, visitors and other users of the Congress website.

This Privacy Notice explains how we collect, use, disclose, store and protect personal data when you visit the Congress website, register for the Congress, communicate with us or otherwise interact with Congress-related services.

The processing of personal data in connection with the Congress will be carried out in accordance with applicable data protection and privacy laws, including the **Botswana Data Protection Act, 2024**, where applicable.

2. Who is responsible for your personal data?

The personal data collected through the Congress website and registration process will be processed by:

Primary Data Controller:
Botswana National Sport Commission

In collaboration with:
TAFISA

Address: P O Box 1404, Gaborone

Data Protection Officer / Privacy Contact: dpo@bnsc.co.bw

The precise allocation of responsibilities between TAFISA, the Congress organisers and other participating organisations will depend on the arrangements established for the organisation and delivery of the Congress.

Where more than one organisation determines the purposes and means of processing personal data, the relevant organisations may act as joint controllers or separate controllers, as applicable.

3. Personal data we collect

Depending on how you interact with the Congress website and services, we may collect the following categories of personal data:

3.1 Identification and registration information

This may include:

- first and last name;
- preferred name for Congress accreditation/badge;
- title;
- organisation;
- position;
- nationality;
- gender;
- date of birth;
- registration category;
- TAFISA membership status; and
- student status and supporting student documentation, where applicable.

The registration form specifically requests names as shown on the participant's passport and a preferred name for the Congress accreditation card.

3.2 Contact information

This may include:

- email address;
- postal or physical address;
- mobile telephone number, including country code; and
- other contact details provided when communicating with the Congress organisers.

3.3 Accommodation information

Where accommodation is requested, we may process:

- selected hotel;
- room type;
- preferred room-sharing arrangements;
- check-in date; and
- check-out date.

The registration form currently provides accommodation options at **Peermont Walmont** and **Peermont Metcourt Inn**.

3.4 Accessibility, dietary and assistance information

To facilitate participation in the Congress, we may collect information concerning:

- dietary requirements;
- food allergies or intolerances;
- accessibility requirements;
- assistance requirements; and
- mobility or medical equipment requiring specific transport or storage arrangements.

Some of this information may constitute **sensitive or special-category personal data**, depending on the information provided. We will only process such information where permitted by applicable law and where appropriate safeguards are in place.

The registration form specifically asks participants to provide dietary, accessibility and mobility/medical equipment information where necessary.

3.5 Travel and transportation information

Where transportation or airport transfer services are requested, we may collect:

- arrival date and time;
- departure date and time;
- flight number;
- private vehicle information or transportation requirements; and
- airport transfer requirements.

This information may be shared with relevant transportation or logistics providers where necessary to arrange the requested services.

3.6 Visa and invitation information

Where a participant requests an official Congress invitation letter or requires assistance relating to participation in the Congress, we may process information necessary to facilitate the request.

Participants remain responsible for meeting applicable passport, visa and immigration requirements. The registration form provides for participants to request an official invitation letter for visa purposes.

3.7 Payment and transaction information

We may process information necessary to:

- issue registration and accommodation invoices;
- confirm registration;
- process or facilitate payment;
- administer refunds and cancellations; and
- maintain appropriate financial and accounting records.

The registration terms state that invoices for participation and accommodation fees are sent to the registered email address and that registration is confirmed upon receipt of payment in full.

3.8 Communications information

If you contact the Congress organisers, we may process:

- your name;
- contact details;
- the contents of your communication; and
- information necessary to respond to your enquiry.

3.9 Marketing and communications preferences

Participants may choose whether they wish to receive future news and updates from TAFISA beyond communications relating specifically to the 30th TAFISA World Congress.

Where you provide consent to receive such communications, you may unsubscribe at any time.

3.10 Photographs and video recordings

Photography and videography may take place during the Congress, including during sessions, ceremonies, networking activities, cultural activities and other official events.

Images and audiovisual recordings may be used for legitimate Congress-related purposes, including:

- documenting the Congress;
- reporting on Congress activities;
- promoting the Congress;

- promoting Sport for All initiatives;
- communicating about future events; and
- publication on official websites, social media platforms and other approved communications channels.

Where applicable, BNSC will provide additional information concerning photography and videography and any rights or choices available to individuals.

The registration terms currently inform participants that photographs and/or videos may be taken during the event and used for promotional purposes, including websites, social media and marketing materials.

4. Information collected automatically through the website

When you visit the Congress website, certain technical information may be collected automatically, depending on the website's configuration.

This may include:

- IP address;
- browser type and version;
- device type;
- operating system;
- approximate location derived from technical information;
- pages visited;
- date and time of access;
- referring website;
- website interaction information; and
- information collected through cookies and similar technologies.

5. How we use your personal data

We may use personal data for the following purposes:

- to process and manage Congress registrations;
- to issue registration confirmations and invoices;
- to administer Congress accreditation and badges;
- to process or facilitate payments;
- to arrange accommodation;
- to arrange airport transfers and local transportation;
- to facilitate catering and dietary requirements;
- to support accessibility and participation requirements;
- to issue invitation letters where requested;
- to communicate important Congress information;
- to administer Congress programmes and social activities;
- to manage tourism-related arrangements where applicable;
- to respond to enquiries and requests;

- to manage cancellations and refunds;
- to maintain appropriate administrative, financial and operational re cords;
- to comply with applicable legal and regulatory obligations
- to send TAFISA news and updates where the participant has opted to receive them; and
- to use photographs and video recordings for promotional purposes in accordance with the applicable photography and media arrangements.

The registration form confirms that personal information will be processed for purposes connected with the organisation and delivery of the Congress, including registration administration, payment, accreditation, accommodation, transportation, catering and accessibility support.

6. Lawful basis for processing

Depending on the circumstances, we may process personal data on one or more of the following lawful bases permitted under applicable data protection law:

- where processing is necessary to perform or take steps relating to a contract with you;
- where processing is necessary to comply with a legal obligation;
- where processing is necessary for legitimate interests, provided that such interests are not overridden by your rights and freedoms;
- where you have provided consent, where consent is required; and
- where another lawful basis permitted under applicable law applies.

Where we rely on consent, you may withdraw your consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before withdrawal.

7. Sharing of personal data

We may share personal data with organisations and service providers where this is necessary to organise and deliver the Congress.

Depending on the services required, these may include:

- TAFISA;
- Congress organisers and event-management personnel;
- registration and accreditation providers;
- payment and financial service providers;
- hotels and accommodation providers;
- airport transfer and transportation providers;
- catering providers;
- accessibility and support service providers;
- tourism operators;

- technology, hosting and IT service providers;
- communications and marketing service providers;
- professional advisers and consultants;
- government, immigration or other competent authorities where legally required; and
- other suppliers or service providers engaged to support the Congress.

We require appropriate contractual, organisational and technical safeguards where third parties process personal data on our behalf.

8. International transfers of personal data

Because the Congress involves an international community of participants and organisations, personal data may be accessed, processed or transferred outside Botswana.

Where personal data is transferred across borders, we will take appropriate measures to ensure that the transfer is carried out in accordance with applicable data protection requirements and that appropriate safeguards are implemented.

[Insert countries/regions to which data may be transferred and the applicable transfer mechanism once confirmed.]

9. How we protect your personal data

We implement reasonable technical and organisational measures designed to protect personal data against:

- unauthorised access;
- unauthorised disclosure;
- loss or destruction;
- alteration;
- misuse; and
- other unlawful or unauthorised processing.

Access to personal data will be limited to persons who require the information for legitimate Congress-related purposes.

However, no electronic transmission or storage system can be guaranteed to be completely secure.

10. How long we retain personal data

We will retain personal data only for as long as reasonably necessary to fulfil the purposes for which it was collected, including:

- administering the Congress;

- fulfilling contractual and legal obligations;
- resolving disputes;
- maintaining appropriate financial and administrative records; and
- establishing, exercising or defending legal claims.

Different categories of information may be retained for different periods.

11. Your data protection rights

Subject to applicable law and any relevant limitations, you may have rights in relation to your personal data, including the right to:

- request access to personal data held about you;
- request correction of inaccurate or incomplete personal data;
- request deletion of personal data in appropriate circumstances;
- object to certain processing;
- request restriction of processing in applicable circumstances;
- withdraw consent where processing is based on consent; and
- exercise any other rights available to you under applicable data protection law.

You may also have the right to lodge a complaint with the relevant data protection supervisory authority where you believe that your personal data has been processed unlawfully.

12. Marketing communications

If you choose to receive future TAFISA news and updates, we will use your contact information for those communications in accordance with your preferences and applicable law.

You may unsubscribe at any time using the unsubscribe mechanism included in the communication or by contacting us using the details provided below.

13. Cookies and similar technologies

The Congress website may use cookies and similar technologies to:

- enable essential website functionality;
- remember user preferences;
- understand how visitors use the website;
- improve website performance;
- maintain website security; and
- where applicable, support analytics or marketing activities.

Where required by applicable law, non-essential cookies will only be used after obtaining the appropriate consent.

14. Third-party websites

The Congress website may contain links to third-party websites, including accommodation providers, tourism operators, payment platforms, TAFISA websites, sponsors or other partner websites.

We are not responsible for the privacy practices, security or content of third-party websites. We encourage you to review the privacy notices of those websites before providing personal data.

15. Children

The Congress is primarily intended for adult participants and professional stakeholders.

If personal data relating to a child or young person is provided in connection with participation, the Congress organisers will process that information in accordance with applicable law and appropriate safeguards.

16. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes to:

- the Congress;
- our processing activities;
- applicable laws or regulatory requirements;
- technology and website functionality; or
- service providers and partners.

The latest version will be published on the Congress website, together with the date on which it was last updated.

17. Contact us

If you have questions about this Privacy Notice or how your personal data is processed, or if you wish to exercise your data protection rights, please contact:

30th TAFISA World Congress – Privacy Contact

Organisation: Botswana National Sport Commission
Data Protection Officer/Privacy Officer: BNSC
Email: dpo@bnsc.co.bw
Postal Address: P O Box 1404, Gaborone
Telephone: +267 3674000

18. Complaints

If you have concerns about how your personal data has been processed, we encourage you to contact us first so that we can investigate and address your concern.

You may also have the right to lodge a complaint with the applicable data protection supervisory authority in accordance with Botswana law.

19. Acknowledgement

By submitting information through the Congress website or registration platform, you acknowledge that you have read this Privacy Notice.

Where consent is required for a particular processing activity, you will be provided with an appropriate consent mechanism and will not be required to provide consent as a condition of processing where another lawful basis applies.