



Institute for Historical Studies, Biographical Research, Documentation, and Legacy (IHS-BiRD & L)

PublicRecords.ng Privacy Policy

1. Introduction

This Privacy Policy explains how **PublicRecords.ng** collects, uses, stores, and protects personal information obtained through its website and services.

PublicRecords.ng is operated by *the Institute for Historical Studies, Biographical Research, Documentation and Legacy (IHS-BiRD & L)* as a public-interest digital archive. We are committed to protecting your privacy and ensuring transparency in how your data is handled in accordance with the **Nigeria Data Protection Act (NDPA) 2023** and other applicable laws.

2. Scope

This policy applies to:

- All users and contributors who access, register, or upload materials on PublicRecords.ng.
- All personal data collected through the website, emails, and other communication channels operated by the platform.

It does not apply to external websites linked from PublicRecords.ng.

3. Data We Collect

We may collect the following categories of information:

a. Personal Information

- Name
- Email address
- Contact details

- Organisation or institutional affiliation (if applicable)
- Account login credentials (for registered contributors)

b. Technical Information

- Log data related to usage patterns and site interactions

c. Content and Metadata

- Documents or materials you upload, including any metadata or source information provided
- Comments, feedback, or correspondence with our support team

4. Purpose of Data Collection

We collect and process personal data only for legitimate, specific, and lawful purposes, including:

1. To verify contributor identity and maintain content integrity.
2. To manage user accounts and facilitate communication.
3. To review, authenticate, and publish submitted materials.
4. To improve the functionality and security of PublicRecords.ng.
5. To comply with legal obligations and institutional reporting requirements.

We do **not** sell, rent, or trade personal data for commercial gain.

5. Lawful Basis for Processing

Our processing of personal data is based on one or more of the following lawful bases:

- **Consent** – where you voluntarily register or upload content.
- **Public interest** – where processing supports documentation and preservation of Nigeria's public records.
- **Legal obligation** – to comply with Nigerian data protection and recordkeeping laws.
- **Legitimate interest** – to maintain the security, functionality, and accuracy of our digital archive.

6. Data Storage and Retention

- Personal data is securely stored on encrypted servers and systems under controlled access.

- Uploaded records and related contributor data may be preserved for archival, research, or verification purposes.
- Account data may be retained for as long as necessary to fulfil the purposes stated above or as required by law.
- Users may request deletion of their personal data (see Section 10).

7. Data Sharing and Disclosure

PublicRecords.ng may share limited data only when necessary:

- With authorised persons responsible for site management and verification.
- With regulatory or law enforcement agencies, when required by law.
- With partner institutions for research, preservation, or verification, under confidentiality agreements.

We do not disclose personal data to advertisers or external analytics firms.

8. Security of Data

We implement appropriate **technical and organisational measures** to safeguard personal data, including:

- Encryption of stored and transmitted data
- Access controls and authentication systems
- Regular security monitoring and backups

While we strive to maintain top-level security, no online platform is entirely immune to risks. Users share and upload data at their discretion.

9. Cookies and Analytics

PublicRecords.ng uses basic cookies and analytical tools to:

- Improve site performance and user experience
- Track non-personal statistics such as download counts and access times

You may disable cookies in your browser settings, though this may affect some functionalities.

10. Your Data Rights

Under the **Nigeria Data Protection Act (NDPA) 2023**, you have the right to:

- Access your personal data
- Request correction or deletion of inaccurate or outdated data
- Withdraw consent for processing (where applicable)
- Object to unlawful or excessive data use
- Request data portability, where technically feasible

Requests may be sent to: **contact@publicrecords.ng**

We will respond to verified requests within the time limits prescribed by law.

11. Children's Privacy

PublicRecords.ng does not knowingly collect personal information from children under 18 without consent from a parent or guardian.

If we learn that a minor's data has been collected without consent, it will be deleted promptly.

12. Data Transfers

Where personal data must be transferred or stored outside Nigeria, PublicRecords.ng ensures that such transfers comply with NDPA requirements and adequate data protection safeguards.

13. Updates to this Policy

This Privacy Policy may be updated periodically to reflect legal, operational, or technological changes.

The "Last Updated" date will appear at the bottom of this page. Continued use of the website after changes means you accept the revised policy.

14. Contact and Complaints

For privacy-related inquiries or complaints, contact:

Institute for Historical Studies, Biographical Research, Documentation and Legacy (IHS-BiRD & L)

Email: **contact@publicrecords.ng**

Website: <https://publicrecords.ng>

If you believe your data rights have been violated, you may also lodge a complaint with the **Nigeria Data Protection Commission (NDPC)**.

Last Updated: **16th October 2025**