

UNIVERSITY OF LAGOS PRIVACY NOTICE

1 Introduction

This Privacy Notice explains how and why the University of Lagos (UNILAG) collects, uses, stores and protects your personal information when you visit the University's central website (www.unilag.edu.ng), or any website within the unilag.edu.ng domain that refers you to this Privacy Notice.

The University is committed to protecting the privacy and personal information of its students, staff, applicants, alumni, visitors, researchers, partners and members of the public who interact with its websites and digital services.

Personal information collected through the University's websites is processed in accordance with the Nigeria Data Protection Act 2023, applicable regulations and directives issued by the Nigeria Data Protection Commission (NDPC), and other applicable laws and University policies.

2 Who will process my personal information?

When you visit or use www.unilag.edu.ng, or any University website within the unilag.edu.ng domain that refers to this Privacy Notice, the University of Lagos is the data controller.

This means that the University determines why and how personal information collected through such websites is processed.

This Privacy Notice applies to the processing of personal information by the University and its authorised Faculties, Schools, Colleges, Departments, Directorates, Institutes, Centres, Offices and other administrative and academic units when operating websites and digital services within the University's domain.

Some University services may have additional or service-specific privacy notices. Where this is the case, the relevant notice will explain any additional personal information collected and how it will be used.

If you follow a link from a University website to an external website or service that is not operated by the University of Lagos, you should read the privacy notice of that website to understand how it processes your personal information.

3 What personal information is collected and why?

For website security and performance

When you visit a University of Lagos website, our web servers and security systems may automatically collect technical information about your visit.

This may include:

- Your Internet Protocol (IP) address
- Date and time of access
- Pages or resources requested
- Browser type and version
- Operating system and device information
- Referring website or page

- Network and connection information
- Technical and security logs.

We use this information to operate and maintain University websites, monitor their performance, identify technical problems, protect the University's digital infrastructure and investigate suspected cybersecurity incidents, fraud, misuse or unauthorised access.

Such information is retained only for as long as is reasonably necessary for security, operational, audit or legal purposes in accordance with applicable University data-retention requirements.

Subject to your cookie preferences and applicable consent requirements, the University may use analytics technologies to understand how visitors use its websites.

Information obtained through website analytics may include:

- Pages visited
- Time spent on pages
- Navigation patterns
- Approximate geographic or technical information
- Type of device or browser used
- Interactions with website content.

We use this information to understand how our websites are being used, improve their accessibility and usability, assess the effectiveness of published content and enhance the University's digital services.

Where non-essential analytics technologies or cookies require your consent, they will not be activated until the appropriate consent has been obtained.

4 When you provide information to us

You may provide personal information directly to the University when you use an online form or service.

Depending on the service, this may include:

- Your name;
- Email address;
- Telephone number;
- Postal or contact address;
- Student, staff, applicant or alumni identification information;
- Academic or professional information;
- Institutional affiliation;
- Information submitted as part of an enquiry, application, registration or request;
- Payment or transaction information; and
- Any other information that you choose or are required to provide.

This may occur, for example, when you:

- Submit an enquiry
- Register for an event

- Subscribe to University communications
- Apply for admission or employment
- Access student or staff services
- Complete an online application or registration
- Participate in a survey
- Make an authorised payment
- Submit research-related information
- Use another University digital service.

Where a University website or service needs to collect additional personal information for a specific purpose, you will be informed, where appropriate, at the point of collection about the information required, why it is needed and how it will be processed.

5 What is our lawful basis for processing your information?

The University will only process personal information where there is an appropriate lawful basis.

Depending on the purpose for which the information is being processed, the University may rely on one or more of the following:

- Consent – where you have freely provided consent for a specified purpose;
- Contract – where processing is necessary for the performance of a contract with you or to take steps at your request before entering into a contract;
- Legal obligation – where the University is required to process information to comply with applicable law or regulation;
- Vital interests – where processing is necessary to protect the vital interests of an individual;
- Public interest or official authority – where processing is necessary for a task carried out in the public interest or in exercise of the University's lawful functions; or
- Legitimate interests – where processing is necessary for a legitimate institutional purpose and such interests do not override the fundamental rights, freedoms and reasonable expectations of the individual concerned.

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

6 What happens to your personal information?

The University of Lagos is committed to respecting and protecting personal information entrusted to it.

We implement appropriate administrative, organisational, physical and technical measures designed to prevent unauthorised access, loss, alteration, disclosure, destruction or misuse of personal information.

Access to personal information is limited to authorised persons who require such access for legitimate academic, administrative, technical, research, security or operational purposes.

The University may use authorised third-party service providers to support the operation of its websites and digital services. These may include providers of:

- Website hosting and infrastructure

- Cloud computing
- Cybersecurity services
- Website analytics
- Email and communication platforms
- Online forms
- Payment services
- Learning and collaboration platforms
- Other information technology services.

Where a third party processes personal information on behalf of the University, the University will take appropriate steps to ensure that such information is processed securely and in accordance with applicable data-protection requirements.

The University does not sell personal information collected through its websites.

We may disclose personal information where required by law, regulation, court order or lawful request of a competent regulatory, security or law-enforcement authority, or where disclosure is otherwise permitted under applicable law.

7 Where is your information processed and stored?

The University designs, operates and manages its information systems with appropriate safeguards intended to protect personal information during processing, transmission and storage.

Personal information may be processed or stored on University-controlled infrastructure or by authorised service providers operating in Nigeria or other jurisdictions.

Where it is necessary to transfer personal information outside Nigeria, the University will ensure that the transfer is undertaken in accordance with the Nigeria Data Protection Act 2023 and applicable requirements of the Nigeria Data Protection Commission.

Appropriate safeguards will be applied to ensure that personal information transferred internationally receives an adequate level of protection.

8. Cookies and similar technologies

University of Lagos websites may use cookies and similar technologies.

Cookies are small files placed on your computer, mobile device or other equipment when you visit a website. They may be used to:

- Make University websites function properly;
- Maintain website and connection security;
- Remember user preferences;
- Support accessibility and personalisation;
- Understand how visitors use University websites;
- Measure website performance; and
- Support authorised embedded or third-party services.

Cookies that are strictly necessary for the operation and security of a website may be used without requiring separate consent where permitted by law.

Non-essential cookies, including analytics, personalisation or similar technologies, will be subject to appropriate consent controls where required.

You may manage your cookie preferences through the University's cookie-control interface, where available, or through your browser settings.

For further information, please see the University's Cookie Notice.

9 Children's personal information

Some University activities and services may involve children or persons who do not have the legal capacity to provide consent.

Where the University relies on consent to process the personal information of a child or person lacking legal capacity, appropriate consent will be obtained from a parent or legal guardian where required by law.

The University will apply appropriate safeguards when processing children's personal information, particularly where information is collected in connection with education, outreach, schools, research, competitions, events or other University programmes.

10 How long do we keep your personal information?

The University will retain personal information only for as long as reasonably necessary for the purpose for which it was collected and in accordance with applicable:

- Laws and regulations;
- University records-management requirements;
- Academic and administrative requirements;
- Contractual obligations;
- Audit requirements;
- Research and archival requirements; and
- Security and legitimate institutional purposes.

When personal information is no longer required, it will be securely deleted, anonymised or otherwise disposed of in accordance with University procedures and applicable law.

11 What are your rights?

Subject to the Nigeria Data Protection Act 2023 and any applicable limitations or exemptions, you may have the right to:

- Obtain confirmation as to whether the University is processing your personal information
- Request access to personal information held about you
- Request correction of inaccurate or incomplete personal information
- Request deletion of personal information where legally applicable
- Request restriction of certain processing
- Object to processing in appropriate circumstances

- Withdraw consent where processing is based on consent
- Request eligible personal information in a portable format
- Object to certain automated decision-making or profiling
- Lodge a complaint concerning the University's processing of your personal information.

To exercise any of these rights, you may contact the University's Data Protection Officer using the details below.

The University may need to verify your identity before processing a request in order to protect personal information against unauthorised disclosure.

12 Complaints

If you have concerns about how the University has collected, used or protected your personal information, you are encouraged to contact the University's Data Protection Officer in the first instance so that the matter can be investigated and, where appropriate, resolved.

You also have the right to lodge a complaint with the:

Nigeria Data Protection Commission (NDPC), Nigeria's supervisory authority for data protection and privacy.

13 How do I get further information?

For further information about this Privacy Notice, the University's handling of personal information or to exercise your data-protection rights, please contact:

The Data Protection Officer
University of Lagos
Akoka, Yaba
Lagos, Nigeria
Email: head.dpo@unilag.edu.ng; contact.dpo@unilag.edu.ng
Telephone:

For general information about the University's digital services, please visit www.unilag.edu.ng.

For further information about cookies used on University websites, please see the University's Cookie Notice.

14 Changes to this Privacy Notice

The University may update this Privacy Notice from time to time to reflect changes in legislation, regulatory requirements, technology, University services or data-processing practices.

Any revised version will be published on the University's website and will indicate the date on which it was last updated.

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