

ICAM Conference App – Privacy Policy

Effective Date: 28 April 2025

Introduction

Welcome to the Institute of Chartered Accountants in Malawi (ICAM) Conference App, developed for members and non-members of the Institute of Chartered Accountants in Malawi (ICAM) for Malawian residents and users based abroad. This Privacy Policy explains how we collect, use, store, and protect your personal information when you use our mobile application ("App").

By using the ICAM Conference App, you agree to the terms of this Privacy Policy.

Information We Collect

We collect the following types of information to provide and improve our services:

- **Personal Information:** When you register or book services through the App, we collect your full name, member ID (for members), contact details (phone number, email address), organization details, and meal preferences.
- **Payment Proof:** You may be required to upload proof of payment for conference and accommodation bookings. Payment itself will be made outside of the App.
- **Geolocation Data:** If you register for the conference through the App, we may collect your geolocation data at the time of registration to verify your presence at the venue.
- **Clothing Size Information:** We collect preferred clothing sizes for conference gear selection.
- **Other Information:** You may access conference programs, speaker profiles, announcements, digital attendance tags, and receive certificates and evaluations through the App.

How We Use Your Information

We use the information we collect to:

- Facilitate conference and accommodation bookings.
- Process and verify conference registrations.
- Personalize and manage your conference experience (e.g., meal selection, conference gear, digital attendance).
- Communicate important conference announcements and updates.
- Issue attendance certificates and manage post-event feedback.

Data Sharing and Disclosure

We do not sell, rent, or share your personal information with third parties except in the following circumstances:

- With authorized ICAM personnel and service providers who help deliver App services.
- When legally required to comply with laws or legal requests.
- To protect the rights and safety of ICAM, its members, and the public.

Data Security

We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, loss, misuse, or disclosure. While we strive to use commercially acceptable means to protect your information, no method of transmission over the Internet or method of storage is 100% secure.

Your Rights

You have the right to:

- Access and update your personal information.
- Request deletion of your personal information (subject to legal and operational obligations).
- Withdraw consent for the collection of optional data (such as geolocation services).

You can exercise these rights by contacting us at icam@icam.mw

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any significant changes by posting the new policy on this page. Please review this page periodically for updates.

Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact:

Institute of Chartered Accountants in Malawi (ICAM)

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