



PRIVACY POLICY TERMS & CONDITIONS COOKIE POLICY

Website & Digital Services Policy Pack
Effective Date: 9 August 2026

1. PRIVACY POLICY

Hovcore Limited (“Hovcore”, “we”, “us”, or “our”) respects your privacy and is committed to handling personal data responsibly. This Privacy Policy explains how we collect, use, disclose, retain and protect personal data when you visit our website, contact us, request our services, submit an enquiry, apply for employment, or otherwise engage with us.

This policy is intended for Hovcore’s website and ordinary business interactions. Specific projects, employment arrangements, client contracts and vendor agreements may contain additional privacy terms.

1.1 Scope and legal framework

Hovcore provides engineering, construction and related business solutions. We may process personal data in connection with engineering services, construction activities, environmental and sustainability services, procurement, project administration, HSE, quality assurance, recruitment, client communications and corporate operations.

Where applicable, Hovcore will process personal data in accordance with the Nigeria Data Protection Act 2023 (NDP Act), applicable regulations/directives, and other laws applicable to our activities.

1.2 Personal data we may collect

- Name, job title, company, email, telephone number and business address.
- Enquiry and correspondence information, including information submitted through forms.
- Client, supplier, contractor and project-administration information.
- Site access, attendance, identification, security and HSE information where necessary.
- Recruitment information such as CVs, qualifications, references and employment history.
- Website and technical information such as IP address, browser/device information and cookie data.
- Information required for legal, regulatory, tax, accounting, audit and dispute-resolution purposes.

1.3 How we collect data

- Directly from you through enquiries, forms, quotations, recruitment and communications.
- From your employer, organisation, client, project sponsor or authorised representative where appropriate.
- From suppliers, contractors, advisers and service providers.
- Automatically through our website and similar technologies where permitted.

1.4 Purposes of processing

- Responding to enquiries and providing requested information.
- Preparing quotations, proposals and contracts and performing contractual obligations.
- Delivering and managing engineering, construction and related services.
- Managing HSE, environmental, quality, security and site-access requirements.
- Managing suppliers, contractors, consultants and business partners.
- Recruitment and workforce administration.
- Maintaining business, financial and audit records.
- Protecting people, property, systems and confidential information.
- Complying with laws and lawful requests.
- Improving our website, services and communications.
- Sending marketing communications where legally permitted.

1.5 Lawful bases

Depending on the circumstances, Hovcore may rely on lawful bases including contract, legal obligation, consent, protection of vital interests where applicable, public interest where applicable, and legitimate interests where permitted. Where processing is based on consent, you may withdraw consent subject to applicable limitations; withdrawal does not affect lawful processing carried out before withdrawal.

1.6 Sharing and disclosure

We may disclose personal data where reasonably necessary to clients and project stakeholders, contractors and suppliers, professional advisers, technology/hosting providers, insurers, auditors, financial institutions, regulators, government authorities, law-enforcement bodies and courts. Appropriate confidentiality and data-protection safeguards will be used where applicable. Hovcore does not sell personal data as a business asset.

1.7 International transfers

Some service providers or business partners may process personal data outside Nigeria. Where this occurs, Hovcore will apply safeguards required by applicable data-protection law, which may include adequacy mechanisms, contractual safeguards, consent or another legally permitted mechanism.

1.8 Security

We use reasonable technical and organisational measures designed to protect personal data against unauthorised access, alteration, disclosure, loss, destruction or other unlawful processing. No internet transmission or storage system can be guaranteed completely secure.

1.9 Retention

We retain personal data only for as long as reasonably necessary for the relevant purpose, contractual and business requirements, legal/regulatory obligations, dispute resolution and protection of legitimate interests. Retention periods may vary by record type and project.

1.10 Data-subject rights

Subject to applicable law and exemptions, you may have rights to be informed, access your personal data, request rectification, request erasure, request restriction, object to certain processing, withdraw consent, obtain data portability where applicable, and exercise rights concerning automated decision-making where applicable.

Requests should be sent to the privacy contact below. We may verify identity before responding and may lawfully decline or limit a request where an exemption applies.

1.11 Complaints

Please contact Hovcore first if you have concerns about our handling of personal data. You may also have the right to lodge a complaint with the Nigeria Data Protection Commission (NDPC) or another competent authority.

1.12 Contact

Hovcore Limited

Email: hovcore@gmail.com, contact@hovcore.com

Address: 49, old Aba Road, Port Harcourt, Rivers State - Nigeria

Website: www.hovcore.com

1.13 Changes

We may update this policy to reflect changes in law, technology, services or processing activities. The latest version will be published with its effective date.

2. TERMS & CONDITIONS

These Terms & Conditions govern use of the Hovcore website and its general information, digital content, enquiry forms and online features. Separate written contracts, purchase orders, statements of work or project agreements govern specific Hovcore services where applicable.

2.1 Acceptance

By accessing or using the website, you agree to these Terms. If you use it on behalf of an organisation, you confirm that you are authorised to accept them.

2.2 Website information

Hovcore provides engineering, construction and related solutions. Website content is general information and is not, by itself, a binding quotation, engineering specification, professional advice or project contract. Scope, pricing, specifications and availability are confirmed only through the applicable Hovcore quotation or contract.

2.3 Permitted use

- Use the website only for lawful purposes.
- Provide accurate and non-misleading information through forms.
- Do not attempt unauthorised access to systems or accounts.
- Do not introduce malware or interfere with website security or operation.
- Do not scrape, reproduce, distribute or commercially exploit content except as permitted by law or with written permission.

2.4 Intellectual property

Unless otherwise stated, Hovcore and its licensors own or control rights in website text, graphics, logos, layouts, documents and other materials. No commercial reproduction, modification or redistribution is permitted without authorisation.

2.5 Accuracy and availability

We aim to keep information accurate and current but do not warrant that all content is complete, current, error-free or continuously available.

2.6 Third-party websites

Links to third-party websites are provided for convenience. Hovcore does not control or accept responsibility for their content, security, privacy practices or availability.

2.7 Liability

To the maximum extent permitted by law, Hovcore will not be liable for indirect, incidental, special or consequential loss arising from website use or inability to use the website. Nothing excludes or limits liability that cannot lawfully be excluded. Specific project/service liability is governed primarily by the applicable written contract.

2.8 Indemnity

To the extent permitted by law, you agree to indemnify Hovcore against reasonable losses, claims, liabilities and expenses arising from unlawful website use, violation of these Terms, infringement of third-party rights, or malicious/fraudulent submissions.

2.9 Suspension

We may restrict or suspend access where reasonably necessary for maintenance, security, legal compliance, investigation of misuse or protection of Hovcore and users.

2.10 Governing law

These Terms are governed by the laws of the Federal Republic of Nigeria, unless a separate written agreement provides otherwise. Disputes are subject to the competent courts of Nigeria, subject to any mandatory dispute-resolution procedure.

2.11 Consumer protection

Nothing in these Terms is intended to remove or restrict a mandatory consumer right or protection under applicable Nigerian law.

2.12 Contact

Hovcore Limited

Email: hovcore@gmail.com, contact@hovcore.com

Address: 49, old Aba Road, Port Harcourt, Rivers State - Nigeria

Website: www.hovcore.com

3. COOKIE POLICY

This Cookie Policy explains how Hovcore uses cookies and similar technologies on its website. It should be read together with the Privacy Policy.

3.1 What are cookies?

Cookies are small text files or similar identifiers stored on or accessed from your device when you visit a website. They help websites remember settings, maintain security, understand usage and improve functionality.

3.2 Cookie categories

- Strictly necessary cookies — required for core functions, security, sessions and navigation.
- Preference/functionality cookies — remember choices such as language or interface preferences.
- Analytics/performance cookies — help understand traffic and website performance.
- Marketing cookies — where applicable, may measure or personalise advertising or communications.

3.3 Consent and choices

Where consent is required, non-essential cookies should not be activated until you make an appropriate choice through the cookie banner or preference centre. Where available, you can accept, reject or manage categories of non-essential cookies. Browser controls can also be used, although blocking cookies may affect functionality.

3.4 Third-party cookies

Third-party services embedded in or linked from the website may set their own cookies or similar technologies, including analytics, video, mapping, social-media or security services. Their own privacy and cookie policies apply to their processing.

3.5 Cookie register and website implementation

Because the exact cookies depend on the live website platform, plugins, analytics services and other technologies, Hovcore should maintain a current cookie register identifying each cookie/tracker, provider, purpose, category, duration and consent requirement. The website should provide a clear cookie banner, a Manage Preferences option where appropriate, and an accessible Cookie Policy.

3.6 Changes

We may update this Cookie Policy when we introduce, remove or change cookies, trackers or website technologies.

3.7 Contact

Hovcore Limited

Email: hovcore@gmail.com, contact@hovcore.com

Address: 49, old Aba Road, Port Harcourt, Rivers State - Nigeria

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