

TANZANIA PETROLEUM DEVELOPMENT CORPORATION (TPDC)



PRIVACY NOTICE

Notice Effective Date: Sunday 1st November, 2026

1. Introduction

Greetings,

TPDC was established in 1969 under the Public Corporations Act No. 17 of 1969 and mandated to perform responsibilities stipulated in Section 8 (1) of the Petroleum Act No. 8 of 2015 to undertake commercial aspects of petroleum on behalf and in the interests of the Government in the land.

In the course of its operations, TPDC is committed to protecting personal data of stakeholders including customers, staff, partners, service providers, and all involved. privacy and ensuring that it's handled lawfully, securely, fairly, and transparently pursuant to the Personal Data Protection Act No. 11 of 2022. This Privacy Notice explains the collection, usage, sharing, retention, and protection of data subjects' privacy upon visit and/or interaction with TPDC sites, staff, or systems; and published as required pursuant to Section 23 of Personal Data Protection Act.

2. Personal Data Protection Principles

TPDC processes personal data pursuant to the principles set out in the Act, accordingly, personal data is processed lawfully, fairly, and transparently; collected for specified, explicit, and legitimate purposes; adequate, relevant, and limited to what is necessary; accurate and up to date where necessary; retained only for as long as necessary; processed in a manner that respects data subject rights; protected through appropriate technical and institutional measures; subject to restrictions on transborder transfers in accordance with the Act.

3. Personal Data TPDC Collects

Subject to one's interaction with TPDC, it may process personal data from: -

- i) Identification data
It includes voting identification data, names, national identification numbers, passport numbers.
- ii) Complaint-related data
It includes information provided by complainants, respondents, witnesses, and affected individuals.
- iii) Contact data
It includes social media accounts, email address, telephone number, postal address.
- iv) Professional data
It includes institution, employer, job designation, qualifications, field practical attachment details.
- v) Visit, training and event data
It includes registration details, attendance records, certificates.
- vi) Communication data
It includes emails, correspondence, reports feedback, inquiries.
- vii) Online and technical data
It includes device information, logs, media access control address, Internet Protocol address, browser details, cookies.
- viii) Sensitive personal data
It is only where lawfully required and with appropriate safeguards (e.g., genetic data, health or biometric data in complaints or investigations).
- ix) Job/employment related data
It includes vetting information, resumes/curriculum vitae, academic records, references, application documents.

4. Rationale for Collection of Personal Data

TPDC processes personal data for purposes necessary to facilitate its functions, including processing financial payments; vetting; audits; ensuring compliance with Regulations; managing human resource; for communications and engagements; improving online systems and digital services; ensuring the security and integrity of its systems, preventing fraud, and protecting against unauthorized or unlawful activities; and for statutory obligations.

5. Personal Data Collection Means

a) Direct collection

TPDC may directly collect personal data from individuals in the course of its activities and service delivery, including during the signing and execution of contracts; submission of online forms, and physical registration forms; training, visits, and event registrations; compensation; correspondence and enquiries submitted by email to TPDC; field practical attachment or internships applications; employment and secondment registration.

b) Indirect collection

TPDC may receive data indirectly from third parties or through other processes where such information is necessary for the performance of its functions. It may occur where another institution provides data to TPDC in connection with a complaint or request; where personal data is contained in data breach reports submitted to TPDC; through processes relating to data subject access requests; where a complainant refers to an individual in complaint correspondence; where personal data is included in whistleblowing reports; during investigations conducted by or on behalf of TPDC; or where data is contained in evidence or documentation submitted as part of audits, assessments, or suitability assessments.

6. Legal Basis for Processing

TPDC processes personal data on the basis of applicable legal grounds and the circumstances surrounding the processing. These legal grounds may include the consent of the respective people where consent is required or applicable; compliance with legal requirements and the performance of statutory duties carried out in the public interest; the performance of contractual obligations; and the pursuit of legitimate interests provided that such interests do not override or adversely affect the rights, freedoms, and interests of the persons concerned.

7. Usage of Collected Personal Data

TPDC uses personal data for purposes necessary to carry out its functions including facilitating financial payments; managing data breach notifications and compliance reports; processing employment, visits, and transfer applications and related administrative matters; for communication with stakeholders; improving the quality and efficiency of its services; and responding to its statutory obligations.

8. Sharing of Personal Data

TPDC may share personal data only where lawful with courts or law enforcement agencies during the audits or investigation; where required under the Act and its Regulations; also, to Service Providers acting on behalf and in the interests of TPDC.

9. Disclosure of Personal Data

Personal data may be disclosed where necessary and lawful, subject to appropriate acceptable data protection safeguards. Such disclosure may be made to comply with legal requirements or a lawful court order; to support investigations, or other legitimate oversight functions; or where necessary to protect the public interest, public safety, or national security. The disclosure will be limited to the extent necessary for the relevant purpose and carried out pursuant to applicable data protection laws and regulations.

10. Cross-Border Data Transfers

TPDC may transfer data abroad only in accordance with the Act, including where such transfer is based on an adequacy decision, required by a legal obligation, or supported by appropriate safeguards e.g., encryption etc., All such transfers will be limited to lawful and justified purposes.

11. Privacy of Children and Vulnerable Groups

TPDC respects privacy of vulnerable groups including children (data subjects under age of 18). In the event that a parent or legal guardian believes that a child's personal data has been provided to TPDC mistakenly or suspiciously, should contact TPDC immediately through telephone number +255 (0) 262 323519 or email address tpdcmd@tpdc.co.tz

12. Storage of Personal Data

TPDC may store personal data in secure areas including within its dedicated offices and on secure servers, Internet data centres, cloud, or other secure storage systems as may be necessary for the effective management and processing of personal data. TPDC will observe control over access, loss, alteration, disclosure, destruction, or other unlawful or accidental processing, as per the Act.

13. Retention of Personal Data

Personal data is retained mindful of necessary period as long as required to match intentions indicated in this notice; in accordance with different laws, regulations, and retention schedules in the United Republic of Tanzania.

14. Rights as a Data Subject

Under the Act, TPDC stakeholders have certain rights in relation to their personal data, subject to applicable legal conditions and limitations. These rights include the right to access their personal data; to obtain information about automated decision-making, where applicable; to withdraw consent where processing is based on consent; to request the correction or updating of inaccurate or incomplete personal data; to request the deletion or erasure of personal data where legally permissible; to request the restriction of processing where such processing may cause harm or is otherwise unlawful; to lodge a complaint with TPDC regarding the processing of their personal data; and to object to or prevent the use of their personal data for direct marketing purposes.

15. Security of the Collected Personal Data

TPDC observes measures to safeguard personal data against inappropriate or other unlawful processing. These controls comprise of technological and procedural and the safeguards are designed to ensure the confidentiality, integrity, availability of personal data throughout its lifecycle.

16. Automated Decision-Making and Profiling

TPDC does not process personal data for automated decision-making or profiling that results in legal or similarly effects on individuals.

17. Access to Your Personal Data

You may exercise your personal data protection rights by mailing through TPDC postal address i.e., P. o. Box 1191 Dodoma or on tpdcmd@tpdc.co.tz

18. Third Party Links

TPDC systems or websites may include links to third-party systems or websites. TPDC is not responsible for the privacy practices, policies, or content of respective systems. Accordingly, users are encouraged to observe the notices of any third-party systems they engage with.

19. Cookies and Tracking Technologies

TPDC may use cookies to improve website and other systems functionality and user experience. In case of non-consent, data subjects can manage or disable cookies through their browser settings.

20. Submission of Complaints

Provided that data subjects have concerns about how their data is handled, they may submit concerns to tpdcmd@tpdc.co.tz

21. Changes to This Privacy Notice

This Privacy Notice may be updated over time. Revisions will be published and will take effect as of the date indicated in the notice. Data subjects (you) are encouraged to review this Privacy Notice periodically to remain informed of any changes.

22. Conclusion

TPDC protects privacy of its stakeholders and processes data pursuant to applicable laws and regulations of the United Republic of Tanzania. By accessing its services, you acknowledge that you have read, understood, and agreed to the terms of this Privacy Notice. Should you have any inquiry regarding this notice, please email our Data Protection Officer through email address psasi@tpdc.co.tz