

EDUCATION AFRICA NPC

PRIVACY POLICY

1. DEFINITIONS

- 1.1. “**ECTA**” – refers to the Electronic Communications and Transactions Act 25 of 2002, as amended.
- 1.2. “**EDUA**” – refers to Education Africa, a non-profit organization duly registered in South Africa with registration number **1992/001394/08**.
- 1.3. “**PAIA**” refers to the Promotion of Access to Information Act no 2 of 2000, as amended.
- 1.4. “**Personal Information**” – defined in accordance with section 1 of the POPI Act.
- 1.5. “**POPI Act**” – refers to the Protection of Personal Information Act 4 of 2013, as amended.
- 1.6. “**User**” – refers to the person using the website.
- 1.7. “**Website**” – refers to the site www.educationafrica.org .

2. PRIVACY POLICY

- 2.1. This Privacy Policy is aligned with the requirements set out in the POPI Act, which requires us to protect the integrity and confidentiality of the information that has come into our possession therefore we endeavour to provide technical and organizational measures to ensure this. Furthermore, EDUA undertakes to comply with the provisions of PAIA. While we endeavour to protect the integrity and confidentiality of the information, EDUA shall not be held liable in the event that private information is stolen, hacked, or otherwise obtained due to circumstances beyond the control of EDUA.

3. PURPOSE OF A PRIVACY POLICY

- 3.1. The purpose of the privacy policy is to inform the user of the personal information that may be gathered, how the information may be used, and the protection utilised.

4. PERSONAL INFORMATION COLLECTED

- 4.1. EDUA collects general personal information from its donors for record purposes and for the issuing of section 18A income tax certificates, where applicable. This includes the personal information of Individuals and Corporate representatives. The User’s personal

information is primarily obtained through online information requested on the website, email communications, or hard copy information that is submitted to EDUA.

5. USE OF PERSONAL INFORMATION

- 5.1. The personal information shall be used only by EDUA and its employees in the process of delivering its organisational purpose save for when the personal information is shared with a third party to fulfil a EDUA obligation.
- 5.2. EDUA shall not sell, rent nor provide the User's personal information to an unauthorised entity or to third parties for their independent use without the User's consent. EDUA will release the User's personal information to a party if it believes that EDUA is required by law or by a court or statutory body to do so. Furthermore, EDUA will also disclose the User's personal information if EDUA believes that it is necessary to prevent or lessen any unlawful or harmful actions and to protect and defend legitimate business interests, rights, or property of EDUA.

6. CORRECTION OF PERSONAL INFORMATION

- 6.1. It is your responsibility to ensure that the personal information provided to EDUA is true, correct, and accurate at all times. You may update and correct your personal information at any time. either via email communications to EDUA, at james@educationafrica.org; telephonically by calling EDUA's Information Officer on +27 11 685 7300; or by completing and sending Form 2 in terms of the POPI Act, available on request from the Information Officer at EDUA on james@educationafrica.org . EDUA does not vet or check the information provided to it and thus will not be held responsible for any incorrect or outdated information it may, and which may be used to provide you with relevant and important communications.
- 6.2. If you would like your Personal Information to be deleted by EDUA, kindly also complete and send Form 2 in terms of the POPI Act, available on request from EDUA's Information Officer, on james@educationafrica.org .

7. PROTECTION OF PERSONAL INFORMATION

- 7.1. All personal information obtained by EDUA obtained from the User is kept secure and confidential to the best extent possible. This includes security protection of the physical devices storing the information and computer-based protection in the form of passwords, encryptions, and other means. Access to this personal information is only by authorised personnel of EDUA and technicians of its hosting provider. EDUA may extend this access with due regard for the safety of and ensuring the integrity and confidentiality of the personal information.
- 7.2. EDUA conducts regular security testing of its servers and ensures that its employees are trained in protection of personal information. Further, all EDUA employees, contractors and outsourced IT technicians utilize a system where Users are given an access number,

username, password, and/or personal identification number as a security measure.

- 7.3. When you use EDUA's website, you may be given an access number, username, password and or personal identification number ("PIN"). As a User, you must always keep this access information secret and ensure that you do not disclose it to anyone. EDUA shall not be held responsible for personal information that was accessed as result of the User providing someone with their EDUA profile username and password.
- 7.4. EDUA will provide the User with the records of their personal information at their request. As part of a security measure, the information requested will only be sent to the User's email on file.
- 7.5. In the event a User objects to their personal information being processed by EDUA, the User is required to complete and send Form 1 in terms of the POPI Act, available on request from the Information Officer at EDUA on james@educationafrica.org. Objecting to the processing of personal information may result in access or implementation issues and/or other inefficiencies and communications issues.
- 7.6. Personal information of the User is stored on site and in the cloud with access only granted to authorized EDUA personnel. The personal information will only be retained for so long as necessary to carry out its function, and/or for historical and statistical use by EDUA. Personal information that is no longer required by EDUA shall be destroyed and EDUA undertakes to ensure that personal information shall not be stored longer than 5 (FIVE) years unless mandated by law and/or for historical record purposes. Service Agreements, training and training attendance records, educational records, reports, or deliverables provided to students, donors and potential donors and personal information related thereto shall be kept by EDUA indefinitely.

8. LINKS ON EDUA WEBSITE OR EMAIL COMMUNICATIONS

- 8.1. EDUA is not responsible for the content or the privacy policies of websites of other institutions to which it may link you to – mainly for information purposes and access to documents provided by such institutions. The use of other third-party websites and content is at your sole discretion. This Policy applies solely to information collected by EDUA.
- 8.2. EDUA is not responsible for any representations or information or warranties or content on any website of any third party (including websites linked to the EDUA website). EDUA does not exercise control over third parties' privacy policies, and you should refer to the privacy policy of any third party to see how such party protects your privacy.

9. POLICY APPROVAL

- 9.1. This is the current Privacy Policy in place at EDUA. The Board will periodically review the Policy.