

Data Protection Policy

1. Purpose

This Data Protection Policy outlines the commitment of Siyafunda Education Foundation (hereinafter referred to as "the Foundation") to protect the privacy and security of personal information in accordance with applicable laws and regulations, including the Protection of Personal Information Act, No. 4 of 2013 (POPIA) and the Electronic Communications and Transactions Act, No. 25 of 2002 (ECTA).

2. Scope

This policy applies to all stakeholders, contractors, and third parties who have access to personal information processed by the Foundation. It encompasses all personal information collected, stored, used, and shared in the course of the Foundation's operations.

3. Definitions

- **Personal Information:** Any information that identifies or relates to a person, including but not limited to names, contact details, identification numbers, and demographic information.
- **Data Subject:** Any person whose personal information is processed by the Foundation.
- **Processing:** Any operation or activity concerning personal information, including collection, storage, alteration, dissemination, and deletion.

4. Data Protection Principles

The Foundation commits to adhere to the following principles in the processing of personal information:

- **Accountability:** The Foundation accepts responsibility for personal information processed and will ensure compliance with the provisions of POPIA.
- **Transparency:** Personal information will be collected and processed fairly and lawfully, with Data Subjects being informed of the purpose for which their information is collected.

- **Purpose Limitation:** Personal information will only be collected for a specific, lawful purpose related to the Foundation's functions or activities.
- **Data Minimization:** The Foundation will only collect and process personal information that is adequate, relevant, and necessary for the intended purpose.
- **Accuracy:** The Foundation will take reasonable steps to ensure that personal information is accurate, complete, and up to date.
- **Storage Limitation:** Personal information will not be retained for longer than necessary for the intended purpose.
- **Integrity and Confidentiality:** The Foundation will implement appropriate technical and organizational measures to protect personal information against loss, theft, and unauthorized access, use, or disclosure.

5. Collection of Personal Information

Personal information will be collected directly from Data Subjects where possible. The Foundation may collect information through various means, including but not limited to:

- Job applications and resumes
- Beneficiary inquiries
- Online forms and surveys
- All visual material (video footage and photographs)
- Contracts and agreements

6. Usage and Disclosure of Personal Information

The Foundation may use personal information for the following purposes:

- To fulfil contractual obligations
- To respond to inquiries and provide support
- To comply with legal obligations
- For legitimate business interests, including marketing and communication

The Foundation will not disclose personal information to third parties without the explicit consent of the Data Subject, except where required by law or necessary for the performance of services.

7. Rights of Data Subjects

Data Subjects have the right to:

- Access their personal information held by the Foundation
- Request correction or deletion of incorrect or outdated information
- Withdraw consent for processing, where applicable
- Lodge a complaint with the Information Regulator if they believe their rights have been violated

8. Security Measures

The Foundation will implement reasonable and appropriate security measures to protect personal information from unauthorized access, alteration, and destruction. This includes:

- Physical security controls to protect premises and facilities
- Access controls to restrict access to personal information to authorized personnel only
- Regular training for stakeholders on data protection practices and policies

9. Data Breach Response

In the event of a personal data breach that may pose a risk to Data Subjects, the Foundation will promptly take necessary steps to mitigate the breach and will notify affected individuals and the Information Regulator where required by POPIA.

10. Policy Review

This Data Protection Policy will be reviewed annually and updated as necessary to ensure compliance with applicable legislation and to reflect changes in the Foundation's practices.

11. Acknowledgement

By continuing to engage with the Foundation, all stakeholders, contractors, beneficiaries, and third parties acknowledge their understanding of and compliance with this Data Protection Policy.

E. Wicomb

PRINT NAME

CHAIR

DESIGNATION



SIGNATURE

14-06-2025

DATE