**Education Outreach Foundation**

**PRIVACY POLICY**

Introduction

1. The Education Outreach Foundation (“**the Foundation**” or "**we**" or "**us**" or "**our**") is a non-profit company with a vision to provide digital literacy and educational opportunities to under-resourced communities Introduction to proactively contribute to reducing unemployment and bridging social disparities.
2. We are committed to protecting the privacy and security of your personal information. This Privacy Policy describes how we collect, use, and disclose personal information when you interact with us. We subscribe to the conditions of the Protection of Personal Information Act (“**POPIA**”) Act No. 4 of 2013 as well as the principles set out in Section 51 of the Electronic Communications and Transactions Act 25 of 2002 (“**the Act**”) to make sure that you are always protected when supplying us with personal information and/or special personal information.
3. POPIA describes personal information as information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. The person to whom personal information relates is referred to as the “data subject”.
4. According to POPIA personal information includes, but is not limited to, contact information, financial information, information relating to race, gender, sexual orientation, age, contact details, identity number, religion, name, culture, language and nationality. Special personal information refers to details about your religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life, biometric information or information about your criminal offences or convictions

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Personal Information We Collect

1. The type of information we collect will depend on the purpose for which it is collected and used. We will only collect information that we need for that purpose. When personal information is collected, the Education Outreach Foundation will indicate the purpose for the collection and whether the information required is compulsory or voluntary. The Education Outreach Foundation will not collect such information if it is unnecessary or if no consent is given by the data subject.
2. We may collect and process the following categories of personal information:
	1. Contact information (e.g., address, email address, phone number)
	2. Identification information (e.g., name, date of birth, ID/passport numbers)
	3. Financial information (e.g., bank account details)
	4. Information provided through communications with us (e.g., inquiries, feedback)
	5. Transaction Information (e.g. payment details)
	6. Usage Information (e.g. access to and use of our services, or websites, the amount of content viewed)
3. Website usage information may be collected using "cookies", which allow us to collect standard internet visitor usage information.

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Why We Collect Personal Information?

1. We collect, hold, use and disclose your personal information and/or special personal information mainly to provide you with access to the services and support that we provide. We will only process your information for a purpose you would reasonably expect, for example:
	1. To establish and verify your identity and/or update your details;
	2. To administer and manage our service to you;
	3. To measure impact, and improve our operations through monitoring, evaluation and reporting;
	4. To notify you of news and /or developments that may be of interest to you;
	5. To do volunteer calls;
	6. To promote the work of the Education Outreach Foundation;
	7. To receive and process donations or grants;
	8. To comply with any legal and regulatory requirements; and
	9. For other activities and/or purposes which are lawful, reasonable and adequate, relevant and not excessive in relation to the provision of our services and/or the use of the website, or such other purpose for which it was collected.
	10. We will obtain your permission before collecting or using your personal information and/or special personal information for any other purpose.​

How we collect personal information?

1. The Education Outreach Foundation collects information either directly from the data subject or third parties and public sources. The source from which the personal information and special personal information was obtained, if not directly from the data subject, will be disclosed.
2. Use of personal information:
	1. After obtaining your consent, the personal information and/or special personal information collected or held by The Education Outreach Foundation may be used, stored, transferred, disclosed or shared only for the purposes for which it was collected, as set out above in clause 8 above, and/or as agreed with you.
	2. Records of personal information will be retained for the period necessary for achieving the purpose for which the information was collected. Please note that you have a right to object to the processing of your personal information for example for purposes of direct marketing, unless consent was obtained from you.
	3. Aside from clause 10.1 above and any other clause in this Privacy Policy, we may retain and process some or all of your personal information if and for as long as:
		1. we are required or permitted by law, a code of conduct or a contract with you to do so;
		2. we reasonably need it for lawful purposes related to the performance of our functions and activities; we reasonably require it for evidentiary purposes; or
		3. you agree to us retaining it for a specified further period.
	4. The Education Outreach Foundation will always comply with applicable legal, regulatory, or other requirements as they pertain to the retention of your personal information.
3. This Privacy Policy does not apply to the websites of any other parties, or the applications, products or services such websites advertise and which may be linked to our website, or websites that link to or advertising on our website.

Date Sharing and Disclosure

1. We may share your personal information with:
	1. Service providers and partners assisting us in our activities or services;
	2. Regulatory authorities and law enforcement agencies when required by law;
	3. Where it is necessary to protect our rights; and
	4. Third parties with your consent or direction.

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Data Retention

1. We retain your personal information only for as long as necessary to fulfill the purposes outlined in this Privacy Policy, or as required or permitted by applicable laws and regulations.

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Security Measure

1. We employ appropriate technical and organizational measures to protect your personal information against unauthorized or unlawful processing and against accidental loss, destruction, or damage.
2. When we contract with third parties, we impose appropriate security, privacy, and confidentiality obligations on them to ensure that personal information that we remain responsible for is kept secure. We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

​Your Rights

1. Under POPIA, you have the right to:
	1. Access your personal information
	2. Rectify inaccurate information
	3. Erase or restrict processing of your information
	4. Object to processing
	5. Data portability
	6. Exercise these rights or for inquiries regarding your personal information, please contact us using the details provided below.

General

1. You agree that this Privacy Policy, our relationship and any dispute of whatsoever nature relating to or arising out of this Privacy Policy whether directly or indirectly is governed by South African law, without giving effect to any principle of conflict of laws.
2. You agree that we may, at any time, transfer, cede, delegate or assign any or all of our rights and obligations under this Privacy Policy without your permission. We will notify you if we transfer, cede, delegate or assign any rights or obligations to a third party, but we do not have to notify you if we transfer, cede, delegate or assign any rights or obligations to any person which acquires all or part of our business and/or assets. We may in certain instances, also sub-contract our obligations, for example, engaging with external IT service providers or printers. Where we engage such sub-contractors, we will do so without your permission and we do not have to notify you if we sub-contract any of our obligations

Changes to this Privacy Policy

1. Please note that we may, in our sole discretion, amend this Policy from time to time. Please check this website periodically to inform yourself of any changes. If you continue to engage with us, provide products or services to us or access or use our website and/or services after amendments are made to the Privacy Policy and displayed on this website, you will be deemed to have accepted the updated Privacy Policy.
2. If you have any questions, concerns, or requests regarding this Privacy Policy or our privacy practices, please contact us at:  savannah@educationoutreachfoundation.org

Cookie Policy

1. A cookie is a small piece of data sent from our websites or applications to your computer's or device's hard drive or Internet browser, where it is saved. The cookie contains information to personalise your experience on our website or applications and may improve your experience on the website or applications. The cookie will also identify your device, like the computer or smartphone you use to access our website.
2. By using our website, you agree that cookies may be forwarded from the relevant website to your computer or device. The cookie will enable us to know that you have visited the website or application before and will identify you. We may also use the cookie to prevent fraud and for analytics. A cookie in no way gives us access to your computer or any information about you other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.