



[info@ilimalethu.co.za](mailto:info@ilimalethu.co.za)

## **iLimaLethu Trust - Privacy Notice**

This notice outlines how we obtain, use and disclose your personal information, as required by the Protection of Personal Information Act (POPIA).

At the iLimaLethu Trust we are committed to protecting your privacy and ensuring that your personal information is collected and used properly, lawfully and transparently.

### **Definition of Personal Information**

In terms of the POPIA personal information means information relating to an identifiable living and natural person, and where applicable, an identifiable existing juristic person.

### **The Information that We Collect**

We collect and process your personal information in order to understand your requirements of us. Once we understand your requirements we are better able to recommend what services we can provide to you. In the course of conducting our activities, we also process personal information which we obtain either from grantors or funders, or from beneficiary organisations and individuals we are mandated to assist pursuant to the terms of any grant or operator agreement. Such personal information may include:

- Identifying numbers (employee number, ID number)
- Email-address, physical address, telephone number
- Names, surname, date of birth
- Educational qualifications

In processing your personal information we take care to evaluate factors such as whether the personal data is necessary to achieve the purpose of the exercise and whether consent for the disclosure of personal information has been obtained from the data subject.

## **How We Use your Personal Information**

We will only use your personal information for the purposes that it was collected and agreed with you. We will also ensure that your consent to our using this information is in writing. Some examples of how we use your personal information are:

- To provide services to you
- For contact, liaison and correspondence purposes
- To carry out agreed transactions
- For record keeping purposes
- For the detection and prevention of fraud, crime, money laundering or other malpractice
- In connection with legal proceedings

## **Disclosure of your Personal Information**

We may disclose your personal information to our service providers, for example iLimaLethu Trust associates, in order for them to be able to provide the services required by you or in respect of your organization. We have agreements in place to ensure that our service providers comply with these privacy terms.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes
- Where we believe it is necessary to protect our rights.

## **Information Security**

We are legally obliged to provide adequate protection for the protection of your personal information we hold and to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

- Physical security
- Computer and network security
- Access to personal information
- Secure communications
- Security in contracting out activities and functions
- Retention and disposal of information
- Acceptable usage of personal information
- Governance and regulatory issues
- Monitoring access and usage of private information
- Investigating and reacting to security incidents

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.

### **How long we keep your information for**

We are required to ensure that your personal information is accurate and maintained in a secure environment for a period of time no longer than is necessary for the purposes for which we obtained it, after which we will destroy any records containing personal information which are not reasonably required for record keeping.

### **Your Rights: Access to Information**

You have the right to request a copy of the personal information that we hold about you. To do this, simply contact us at the numbers/addresses as provided on our website and specify what information you would like. We will take all reasonable steps to confirm your identity before providing details of your personal information.

Please note that any such access request may be subject to the payment of a legally allowable fee.

### **Correction of your Information**

You have the right to ask us to update, correct or delete your personal information. We will take all reasonable steps to confirm your identity before making changes to personal information that we may hold about you. We would appreciate it if you would keep your personal information accurate.

### **How to Contact Us**

If you have any questions about this notice or believe that we have not adhered to it, or need further information about our privacy practices or wish to give or withdraw consent, exercise preferences or access or correct personal information, please contact us at the numbers/addresses listed on our website.

### **Information Regulator**

You have the right to complain to the Information Regulator, whose contact details are:

**Information regulator**

**Tel:** 012 406 4818

**Fax:** 086 500 3351

**Email:** [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)