

Cape Kids Foundation Website Privacy Policy

1. Purpose of this Policy

The purpose of this Website Privacy Policy is to describe how Cape Kids Foundation (CKF), acting as a Responsible Party, processes (collects, uses, and shares) Personal and Special Personal Information. This policy is designed to comply with the Protection of Personal Information Act, No. 4 of 2013 (POPIA).

2. Definitions

- **The Company:** Refers to Cape Kids Foundation, Non-Profit Company Registration Number 2017/369930/08, located on Beach Road, Muizenberg, 7950.
- **Personal Information:** Information relating to an identifiable, living, natural person or an existing juristic person (e.g., a company or NPO).
- **Special Personal Information:** Sensitive data including religious beliefs, race, biometric information, or health records.
- **Data Subject:** The identifiable living natural person whose information is being processed.

3. Personal Information Collected

Cape Kids Foundation collects information relevant to its service agreements and programme execution. This data may include, but is not limited to:

- **Contact Details:** Addresses, telephone numbers, and email addresses.
- **Demographics:** Age, date of birth, and gender.
- **Financial Data:** Bank account details.
- **Identifiers:** Identity numbers, driver's license numbers, and Special Personal Information regarding race and religion.
- **Online and IT Data:** IP addresses, GPS geolocation, online posts, and passwords.
- **Biometrics:** CCTV footage, photographs, and event videos.
- **Health and Wellness:** Medical history, certificates, and counseling notes.
- **Educational Records:** Academic history, grades, and attendance.

4. Usage of Data

Personal Information is processed for the following primary purposes:

- Executing and delivering the CKF programme.
- Establishing Codes of Conduct for students and their families.
- Maintaining security on Company premises and during Company transport.
- Ensuring the health and well-being of programme participants.
- Complying with South African legislation, including the Children's Act 38 of 2005 and the Occupational Health & Safety Act 85 of 1993.

5. Information Sharing and Disclosure

We may share collected information with authorized parties to fulfill our mission:

- **Internal Staff:** Employees directly involved in programme execution.
- **Service Providers:** Third-party providers such as IT specialists and counselors.
- **Professional Advisors:** Advisors ensuring the sustainability and legal compliance of the NPO.
- **Regulatory Authorities:** Law enforcement or government agencies as required by law.
- **Cross-Border Transfers:** Information may be transferred to cloud storage in countries with data privacy laws similar to POPIA.

6. Data Security and Retention

CKF identifies risks to Personal Information and implements reasonable technical and organizational measures to prevent unauthorized access, loss, or damage.

Security Measure	Description
Access Controls	Monitoring and limiting access to sensitive data.
Secure Storage	Utilizing physical and administrative security for data protection.

Security Measure	Description
Risk Assessments	Quarterly audits of safety procedures to ensure ongoing POPIA compliance.
Retention Period	Data is kept for the duration of engagement and for a minimum of 2 years thereafter, unless legally required for longer.

7. User Rights (Data Subject Rights)

Under POPIA, individuals have the following rights:

- **Right of Access:** Request confirmation and details of the personal information held.
- **Right to Correction:** Request updates to inaccurate, irrelevant, or excessive data.
- **Right to Erasure:** Request deletion of data when there is no lawful basis for retention.
- **Right to Withdraw Consent:** Rescind previously given permission for data processing.
- **Right to Portability:** Request the transfer of information to another party.

8. Contact Information

For any questions regarding this policy or to exercise your rights, please contact our Information Officer:

Information Officer: Grizelda Nobles

Physical Address: Beach Rd, Muizenberg, 7945

Telephone: +27 21 7881393

Email: opsmanager@capekidsfoundation.co.za

Complaints: Unsatisfied individuals may escalate complaints to the South African Information Regulator at <https://inforegulator.org.za/complaints/>.