

# **KZN Knowledge Repository Privacy Policy**

Version December 2023

## **Introduction**

Welcome to our privacy policy. This is our plan of action when it comes to protecting your privacy. We respect your privacy and take the protection of personal information very seriously. The purpose of this policy is to describe the way that we collect, store, use, and protect information that can be associated with you.

## **Audience**

This policy applies to you if you are:

- a visitor to our website; or
- a citizen that has uploaded information on the database.

## **Personal information**

Personal information includes:

- certain information that we collect automatically when you visit our website;
- certain information collected on registration;
- certain information collected on submission; and

but excludes:

- non-personal statistical information collected and compiled by us; and
- information that you have provided voluntarily in an open, public environment or forum including any blog, chat room, community, classifieds, or discussion board (because the information has been disclosed in a public forum, it is no longer confidential and does not constitute personal information subject to protection under this policy).

## **Common examples**

Common examples of the types of personal information which we may collect, and process include your:

- **identifying information** – such as your name, date of birth, or identification number of any kind;
- **contact information** – such as your phone number or email address;
- **address information** – such as your physical or postal address; or
- **demographic information** – such as your gender or marital status.

## **Acceptance**

If you do not agree with anything in this policy, then you may not register and upload any of your information on the repository.

## **Legal capacity**

You may access the repository but may not register or upload any of your data if you are younger than 18 years old or do not have legal capacity to conclude legally binding contracts.

## **Deemed acceptance**

By accepting this policy, you are deemed to have read, understood, accepted, and agreed to be bound by all of its terms.

## **Your obligations**

You may only send us your own personal information or the information of another data subject where you have their permission to do so.

## **Changes**

We may change the terms of this policy at any time. We will notify you of any changes by placing a notice in a prominent place on the website or by sending you an email detailing the changes that we have made and indicating the date that they were last updated. If you do not agree with the changes, then you must stop using the repository or database. If you continue to

use the repository and database following notification of a change to the terms, the changed terms will apply to you and you will be deemed to have accepted those updated terms.

## **Collection**

### **On registration**

Once you register on our databases, you will no longer be anonymous to us. You will provide us with certain personal information when you register on the databases.

This personal information will include:

- your name and surname;
- your email address;
- your telephone number;
- your postal address or street address; and
- your username and password.

## **Use**

### **Messages and updates**

We may send administrative messages and email updates to you about the website. We may wish to provide you with information about new goods or services in which we think you may be interested. This means that in some cases, we may also send you primarily promotional messages.

## **Disclosure**

### **Sharing**

We may share your personal information with:

- other departments and/or entities within government.

### **Law enforcement**

We may disclose personal information if required:

- by a subpoena or court order;
- to comply with any law;
- to protect the safety of any individual or the general public; and

### **No selling**

We will not sell personal information. No personal information will be disclosed to anyone except as provided in this privacy policy.

### **Employees**

We may need to disclose personal information to our employees that require the personal information to do their jobs. These include our responsible management, human resources, accounting, audit, compliance, information technology, or other personnel.

### **Security**

We take the security of personal information very seriously and always do our best to comply with applicable data protection laws. Our hosting company will host our website in a secure server environment that uses a firewall and other advanced security measures to prevent interference or access from outside intruders. We authorize access to personal information only for those employees who require it to fulfil their job responsibilities. We implement disaster recover procedures where appropriate.

### **Accurate and up to date**

We will try to keep the personal information we collect as accurate, complete and up to date as is necessary for the purposes defined in this policy. From time to time, we may request you to update your personal information on the database. You are able to review or update any personal information that we hold on you by accessing your account online, emailing us, or using the contact form.

### **Retention**

We will only retain your personal information for as long as it is necessary to fulfil the purposes explicitly set out in this policy. During the period of retention, we will continue to abide by our non-disclosure obligations and will not share or sell your personal information.

We may retain your personal information in physical or electronic records at our discretion.

### **Updating or removing**

You may choose to correct or update the personal information you have submitted to us, by clicking the relevant menu in any of the pages on our databases or contacting us by email or the contact form.

### **Enquiries**

If you have any questions or concerns arising from this privacy policy or the way in which we handle personal information, please contact us at: [repository@moseskotane.com](mailto:repository@moseskotane.com). You have the right to make a complaint at any time to the South African Information Regulator for data protection issues (<https://www.justice.gov.za/inforeg/>) . We would, however, appreciate the chance to deal with your concerns before you approach the South African Information Regulator so please contact us in the first instance.