



# PRIVACY POLICY




**GreenCape Sector Development Agency**

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Company Registration No. 2012/039750/08

*Refer to the GreenCape website for director details*

	<b>Date Implemented</b>	<b>Date Amended</b>
	<b>August 2023</b>	
<b>Document Name</b>	<b>Privacy Policy</b>	

The GreenCape Development Agency NPC (herein after “we” or “us”) is a non-profit organisation established in 2010 that drives the widespread adoption of economically viable green economy solutions. We work with businesses, investors, academia and government to help unlock the investment and employment potential of green technologies and services, and to support a transition to a resilient green economy. Learn more at <https://www.greencape.co.za>

The Protection of Personal Information Act 4 of 2013 (“POPIA”) places various obligations on responsible parties for the lawful processing of the personal information of identifiable natural and juristic persons. Personal information will only be gathered, processed and stored by us in accordance with the provisions of POPIA and this privacy policy shall be interpreted in terms of POPIA and the Promotion of Access to Information Act 2 of 2000 (“PAIA”).

In line with this, we are committed to protecting all our stakeholders’ and other data subjects’ privacy and ensuring that the personal information is used appropriately, transparently, securely and in according with applicable laws.

This privacy policy describes how we process information we collect and/or receive from you.

## 1. INFORMATION WE COLLECT AND RECEIVE

We collect and receive information about you in the following ways:

### 1.1. Information you give us

This includes any information that you provide to us directly:

- 1.1.1. when you sign-up to become a member;
- 1.1.2. by filling in forms on our websites, or those provided to you;
- 1.1.3. when you apply for jobs or internships;
- 1.1.4. when you register for our events;
- 1.1.5. when you provide feedback to our surveys; and
- 1.1.6. when you contact us or we contact you and you provide information directly to us.

## 1.2. What personal information we collect

- 1.1.1 The personal information we may collect from you include (but will not be limited to):
- 1.1.1.1 contact details such as name, surname, telephone number and email address;
  - 1.1.1.2 company details such as your job title, name of your organisation, the name of your CEO, address and location of your organisation, company contact details and the type of organisation, banking details and account information, VAT and tax numbers;
  - 1.1.1.3 information such as nationality, date of birth, race, gender, academic qualifications, work permit, work experience, work interests, remuneration and all other information provided by you in your CV or otherwise;
  - 1.1.1.4 identification numbers, symbols, photographic or video images, location information, online identifier or other particular assignment to the data subject;
  - 1.1.1.5 personal opinions, views or preferences, performance appraisals or correspondence and survey data, and your views or opinions related to yourself or others; and
  - 1.1.1.6 special personal information, including medical history, religious or philosophical beliefs, race or ethnicity and criminal records only if strictly necessary.

## 1.2 Information from third-party sources

We may receive additional information about you that is publicly or commercially available and combine that with the information we have collected or received about you in other ways.

## 2 HOW WE USE THE INFORMATION WE COLLECT AND RECEIVE

- 2.1 Your personal information will only be used, processed and retained for the purpose it was collected and intended and/or as you agreed.
- 2.2 We use the information we collect and receive for the following general purposes:
- 2.2.1 To comply with relevant legislation in relation to personal information;
  - 2.2.2 to provide you with information or services you request from us;
  - 2.2.3 to assist you with enquiries and to communicate with you;
  - 2.2.4 to include you as a member on our databases;
  - 2.2.5 for reporting and governance purposes to our stakeholders, including our donors, employees and service providers;
  - 2.2.6 for completing co-developed funding application proposals;
  - 2.2.7 to register you for our events, including webinars;
  - 2.2.8 for our administrative purposes;
  - 2.2.9 for promotional purposes on our website and social media, unless objected to; and

2.2.10 for any other purpose lawfully allowed or required for our effective running of our projects and/or business.

2.3 Wherever possible without compromising the purpose for which data is collected, data will be de-identified.

### **3 HOW WE SHARE THE INFORMATION WE COLLECT AND RECEIVE**

3.1 We will never sell your personal information to third parties for their marketing purposes.

3.2 We may share your information with:

3.2.1 other members of the associations that we are member to;

3.2.2 industry partners of industry associations or industry affiliations that we are part of;

3.2.3 a limited number of our employees and third-party service providers;

3.2.4 stakeholders and donors for reporting purposes;

3.2.5 other parties in response to a legal process or when necessary to conduct or protect our legal rights and comply with our legal obligations, such as for submissions to the Department of Labour, Receiver of Revenue and for audit and recordkeeping purposes; and

3.2.6 companies that provide services to us or act on our behalf. These companies are limited in their ability to use information they receive in the course of providing services to us or you by privacy provisions contained in their contracts.

### **4 YOUR RIGHTS**

4.1 You have the right to ask us not to contact you for marketing purposes. You can exercise this right at any time by using any of the various "opt-out" options that we will always provide to you when we communicate with you. We won't send you marketing messages if you tell us not to but we will still need to send you service-related messages.

4.2 We want to make sure that any data we hold about you is up to date. So, if you think your personal information is inaccurate, you can ask us to correct or remove it.

4.3 Please see our PAIA Manual available on our website on how to go about this. This privacy policy is to be read in conjunction therewith and by continuing engagement with us or use of our website(s), you agree to the provisions in the PAIA manual as well.

## 5 ACCESS TO YOUR PERSONAL INFORMATION

5.1 You may at any time request:

5.1.1 confirmation that we hold your personal information;

5.1.2 access to the records containing your personal information or a description of the personal information that we hold about you; or

5.1.3 the identities or categories of third parties to whom we have disclosed your personal information.

5.2 Requests may be made in writing in terms of our PAIA Manual (the manual published in terms of section 51 of PAIA), available on our website.

5.3 If you wish to object to the processing of your personal information, please complete and submit Annexure C of the PAIA Manual .

5.4 If you wish to correct or delete your personal information or wish for a record to be destroyed or deleted, please complete and submit Annexure D of the PAIA Manual.

5.5 Annexure C and D can also be found in the Regulations Relating to the Protection of Personal Information, 2018 which can be accessible on the Information Regulator (South Africa)'s website <https://inforegulator.org.za/popia-forms/> and further information related to protection of your rights can also be found on this website.

## 6 RETENTION OF DATA

We will retain your personal information only for as long as is necessary for the purposes set out in this privacy policy, for the purpose it was collected or to comply with our legal obligations, resolve disputes, and enforce our legal agreements and policies.

## 7 OUR COMMITMENT TO SECURITY

7.1 The security of your data is important to us. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

7.2 However, we do employ a number of safeguards and adhere to cyber security best practice which is intended to mitigate the risk of unauthorised access or disclosure of your information. We will do our best to protect your personal information by using up to date technology.

7.3 We will at all times comply with our obligation under applicable law, but by continuing to use the website, engaging or communicating with us, you indemnify us from any damage caused by unauthorised access to data outside of our control, any security breach or your own action in causing any damage or disclosure.

## 8 TRANSFER OF DATA

8.1 We are based in and operate from South Africa. Your information, including personal information, will be transferred to and maintained by our service providers on servers located in the United States of America, Europe and Ireland as allowed for by POPIA.

8.2 We may transfer your personal information to our service providers located outside of South Africa and store it there. In such case, your personal information will only be transferred to and stored in a country that has equivalent, or better, data protection legislation than South Africa or with a service provider who is subject to an agreement requiring it to comply with data protection requirements equivalent or better than those applicable in South Africa.

8.3 Your use of our website and your submission of information to us, represents your consent to such transfer.

8.4 We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

## 9 LINKS TO OTHER WEBSITES

Our website may contain links to and from websites, mobile applications or services of third parties, advertisers or affiliates. Please note that we are not responsible for the privacy practices of such other parties and advise you to read the privacy statements of each website you visit which collects personal information. We will not be liable for any information collected, processed or otherwise used by such third parties and you fully indemnify us from any damage what so ever by continuing to use the website.

## 10 CHANGES TO THIS PRIVACY POLICY

We may update this privacy policy from time to time. Any changes that we may make to our privacy policy will be posted on our website [www.green-cape.co.za](http://www.green-cape.co.za) and will be effective from the date of posting. By continuing to use the website, engaging or communicating with us in any manner, you hereby consent to such updated terms of this policy.

## 11 CONTACT

11.1 If you have any questions about this privacy policy or any general concerns or if you would like to lodge a complaint regarding the treatment of your personal information or a possible breach of your privacy rights, please contact our Information Officer using the details set out below by applying per the PAIA Manual.

11.2 Our Information Officer can be contacted via email at [mike@green-cape.co.za](mailto:mike@green-cape.co.za).

*M Mulcahy*

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M Mulcahy

Information Officer and CEO

