



FunDza Literacy Trust – Privacy Policy

June 2020 | Version 1.0

Introduction

Welcome to our privacy policy. We are the FunDza Literacy Trust (Registration number: Trust no: IT 814/2011, nonprofit number: 095-260-NPO, and public benefit organisation number: 930039651), also known as FunDza, with offices located at 85 Main Road, Muizenberg, Cape Town, and this is our plan of action when it comes to protecting your privacy.

The purpose of this policy is to describe the way that we collect, store, use, and protect information that can be associated with you or another specific natural or juristic person and can be used to identify you or that person (**personal information**).

Audience

This policy applies to you if you are:

- a visitor to any of our websites, social media pages, and WhatsApp channels; or
- a beneficiary who has received the goods or services that we provide.

Personal information

Personal information includes:

- certain information that we collect automatically when you visit our website, social media page and WhatsApp channel;
- certain information collected on registration (see below); and
- optional information that you provide to us voluntarily (see below).

Acceptance

Acceptance required

You must accept all the terms of this policy when you use the website or request our services. If you do not agree with anything in this policy, then you may not use the website or request our services.

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.

Collection

On registration

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

On your use of the website or request

When you use the website or request our services from us, you will be asked to provide us with additional information on a voluntary basis (**goods or services information**).

Optional details

You may also provide additional information to us on a voluntary basis (**optional information**).

Purpose for collection

We may use or process any goods or services information, or optional information that you provide to us for the purposes that you indicated when you agreed to provide it to us.

Consent to collection

We will get your consent to collect your personal information in accordance with applicable law when you provide us with it.

Use

Our obligations

We may use your personal information to fulfil our obligations to you.

Disclosure

Sharing

We may share your personal information with third parties for the purposes of fulfilling our obligations to you.

Regulators

We may disclose your personal information as required by law or governmental audit.

Security

We take the security of personal information very seriously and always do our best to comply with applicable data protection laws.

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.

Updating or removing

You may choose to correct or update the personal information you have submitted to us.