

# **CHABELI MAJARA FOUNDATION TRUST**

**Reg: IT869/2018(T)**

## **POLICY UNDER THE PROTECTION OF PERSONAL INFORMATION ACT, 2013**

### **INTRODUCTION**

This policy is made and will be implemented, monitored, and maintained in compliance with the *Protection of Personal Information Act, No. 4, 2013* (herein, the “POPI Act”) and regulations promulgated under it. The policy applies to the Trustees of the Chabeli Majara Foundation Trust (herein, the “Foundation”) and its employees and service providers, who may become aware of or have direct access to confidential and non-public information (herein, “personal information”) obtained from and pertaining to persons who have applied to the Foundation for educational support. The Foundation will take steps to ensure that the Trustees and others are made aware of this policy and adhere to it.

In the normal course of its operations, the Foundation may receive personal information of applicants for educational funding. Under the POPI Act, the Foundation is required to manage personal information lawfully and in a manner that protects its confidentiality and the privacy of the owners of such personal information. The Foundation acknowledges that personal information always remains the property of its owners.

### **WHAT PERSONAL INFORMATION MAY BE COLLECTED**

The personal information may include:

- Name, surname, and identity number.
- Home address, email address and telephone number
- Parents’ or guardians’ names, address, and telephone numbers
- Banking information
- Essays or narratives containing applicants’ other personal details including gender or orientation.

### **HOW PERSONAL INFORMATION MAY BE USED**

Personal information may only be collected and processed for a specific lawful purpose relating to the operation of the Foundation. That purpose is the determination of an applicant’s eligibility for funding. The Foundation will make applicants or persons acting on their behalf aware it will treat personal information confidentially and process it in accordance with the above purpose and the law. The Foundation will process personal information on the basis that it has been provided voluntarily.

### **APPLICANTS’ RIGHTS REGARDING PERSONAL INFORMATION**

Applicants whose personal information has been collected, processed, and retained by the Foundation, have the right to:

- Full access to their personal information in the possession of the Foundation.

- Ask to be given reasons why their personal information is being collected, processed and retained, as well as the methods used to do so.
- Ask for corrections or updates to be made to their personal information.
- Ask for their personal information to be destroyed or deleted where there is no legitimate purpose for its retention.

## **RETENTION AND SECURITY OF PERSONAL INFORMATION**

The Foundation will only retain and process personal information for a period that is necessary for achieving the purposes stated above. When that purpose has been achieved, the Foundation may delete such personal information, and any future uses of that information will be with the consent of the owner.

Where retention of personal information is no longer necessary, the Foundation may destroy or delete it.

The Foundation will maintain the integrity and confidentiality of all personal information, and prevent its loss, damage, degradation, destruction, or unauthorized use.

The Foundation will use all available means to ensure that all personal information is kept securely. To this end, the Foundation will make its best efforts to identify and implement reasonable and predictable internal and external risk mitigation measures to ensure the security of personal information.

Where the Foundation believes that there has been unlawful access to the personal information, the Foundation's information officer or deputy information officer as defined in the POPI Act, must be contacted immediately. The information officer will inform the Information Regulator as defined in the POPI Act, as well as the applicant(s) as the case may be, of such breach. The information officer will take steps to mitigate the harm arising from such breach and implement measures to prevent future recurrence.

## **INFORMATION OFFICER**

The Foundation has appointed Mr. Michael Chabeli as its Information Officer to ensure compliance with the POPI Act.