

Privacy and Personal Data Protection Policy

Effective 22 September 2021

1. INTRODUCTION

- a. Auwal Socio-Economic Research Institute is a registered Non-Profit Organisation (registration number: 2015/070721/08; NPO number: 218-635 NPO) duly registered in accordance with the laws of, and operating in, the Republic of South Africa.
- b. ASRI respects your privacy and is committed to protecting your personal data. This policy explains how ASRI collects, stores, and processes any personal information.

2. DEFINITIONS

- a. "ASRI" refers to the Auwal Socio-Economic Research Institute, also referred to as "us", "we", "our".
- b. "Personal Information" means information relating to an identifiable, natural, living person, and where applicable, identifiable existing juristic person, including all information as defined in POPI. It does not include information where the identity has been removed (anonymous data).
- c. "POPI" refers to the Protection of Personal Information Act No.4 of 2013, as amended.
- d. "Processing" means the creation, generation, communication, storage and destruction of information, in accordance with the definition contained in POPI.

3. IMPORTANT INFORMATION

- a. Purpose of this Privacy Policy
 - i. This Privacy Policy will inform you as to how ASRI collects and processes your personal data through any form of engagement with ASRI, such as signing up to a newsletter or using our website.
 - ii. This Privacy Policy complies with South Africa's POPI.
 - iii. By accepting this Privacy Policy, you are agreeing that you have read, understood and agree to these terms, and to our processing of your personal information according to the conditions contained in this Privacy Policy.
- b. Controller and Processor
 - i. ASRI is the data controller responsible for your personal data. ASRI has a data representative, who is responsible for overseeing questions in relation to this Privacy Policy. Their details are as follows:

Name of Legal Entity: Auwal Socio-Economic Research Institute
Data Representative: Sabeedah Motala
Email address: sabeedah@asri.org.za
Postal address: PO Box 2591, Houghton, 2041
 - ii. You may raise any concerns regarding your personal information with us. You also have the right to make a complaint to the information regulator (Information Regulator's Office of South Africa – <http://www.justice.gov.za/inforeg/>).
- c. Changes to the Privacy Policy and Your Duty to Inform Us of Changes
 - i. This Privacy Policy was last updated on 22 September 2021. We may update this Policy in accordance with legal and other developments. The date

indicated in the heading of this Privacy Policy is the effective date, until a new revision of this Privacy Policy comes into effect.

- ii. It is important that the personal data we have for you is accurate and current. Please inform us if your personal data changes during your relationship with us.

d. Third-Party Links on Website or Otherwise

- i. Our website (www.asri.org.za) may include links to other third-party websites, applications, or plug-ins which may collect and process your personal data. We do not control these third-party websites and are not responsible for their privacy terms.

4. THE DATA WE COLLECT ABOUT YOU

a. We may collect personal information as follows:

i.	Identity Data	Including first name, maiden name, surname, identity number, employment status, title, date of birth, gender;
ii.	Contact Data	Including physical address, postal address, email address, social media contact details, telephone numbers, fax numbers;
iii.	Financial Data	Including bank account details, third-party payment provider information;
iv.	Transaction Data	Including details about payments to and from you, contracts, contractual terms, contract fees, signups, subscriptions, invoices, details of products or services;
v.	Social Media Data	Including information on publicly accessible social media profiles, such as images, photos, photo tags, memes, likes, followers, groups, comments, posts, stories;
vi.	Technical Data	Including internet protocol address(es), browser type and version, times zone setting and location, cookies, browser plug-in types and version, operating system and platform and other technology on the devices you use to access the Website;
vii.	Special Categories of Data	Including race, political affiliation, ethnic, cultural or religious affiliation, trade union membership;
viii.	Usage data	Including information about how you use our organisation, website, surveys, events;
ix.	Marketing and Communications Data	Including your preferences in receiving marketing and notices from us.

- b. We may also collect, use and share Aggregated Data, such as statistical or demographic data. This does not reveal your identity. For example, we may collect aggregated data to determine racial distribution in terms of employees.

- c. Where we need to collect data by law, or under the terms of a contract, and you fail to provide that data, we may not be able to perform the contract or enter into it. In that case, we may have to end our relationship with you, but will notify you.

5. HOW WE COLLECT YOUR PERSONAL DATA

a. Direct interactions:

- i. Consulting with us;
- ii. Subscribing to our newsletter;
- iii. Contacting us via social media;
- iv. Completing an attendance register;

- v. Contacting us via email, telephone, fax, or SMS;
 - vi. Making a donation;
 - vii. Contracting with us;
 - viii. Liaising with us for media purposes.
 - b. Technical data may be collected when you interact with our website.
 - c. Third-parties or publicly available sources may provide us with personal data such as Google Analytics, Google Forms, MailChimp, online survey platforms, marketing platforms, media platforms, banking platforms, social media platforms, online meeting platforms.
- 6. HOW WE USE YOUR PERSONAL DATA
 - a. We will only use your personal data for legal and legitimate reasons, for which you have consented:
 - i. To enter into a contract with you;
 - ii. To process research data provided by you as a result of a survey or project;
 - iii. To allow you to use the website;
 - iv. To allow you to participate in an event, whether online or in-person;
 - v. To process payments for services rendered;
 - vi. To manage payments, donations and charges;
 - vii. To manage our relationship with you including notifying you about changes to the Privacy Policy;
 - viii. To market our work and services;
 - ix. To use data analytics to improve our website, social media and other online services;
 - x. To make recommendations to you about events or services you may be interested in.
 - b. Opting Out: You may choose not to receive marketing communication from us by unsubscribing from our newsletter. We will never provide your personal information to third-parties unnecessarily or without your consent. You may also contact our data representative to request that your personal information is removed from our databases.
- 7. SECURITY
 - a. ASRI takes reasonable steps to ensure the security of personal information we collect and store, including making use of firewalls, antivirus, password protection etc.
- 8. YOUR RIGHTS
 - a. Under certain circumstances, you may have the following rights over your personal information, under data protection laws:
 - i. Request access to your personal information;
 - ii. Request a correction of your personal information;
 - iii. Request deletion of your personal information;
 - iv. Object to the processing of your personal information;
 - v. Request a restriction or transfer of your personal information;
 - vi. Withdraw consent for the collection and processing of your personal information.