



POPIA Information

LAST REVISED 05/03/2023

KWASIZABANTU MISSION, a public benefit organisation with registered office at Silverstream Farm, Kranskop, Kwa-Zulu Natal, 3268 ("Data Controller", "Mission", "we", "our" and "us") respects your privacy and wants you to be familiar with how it collects, uses and discloses information directly or indirectly relating to you as an individual ("Personal Information"), and the rights that you have in this regard.

The **Mission** is the Data Controller (within the meaning of the Protection of Personal Information Act 4 of 2013 ("POPIA"), responsible for the processing of your Personal Information described in the POPIA Notice. This POPIA Notice also describes how the Data Controller processes your Personal Information (including audio/visual recordings) collected at Reception, and through CCTV or event-streaming cameras.

Entering the Mission property means that you have read and understood the POPIA Notice, and consent to the collection of your Personal Information.

Purpose of Collection and Processing: The reasons that the Mission may require your Personal and Special Personal Information are listed below:

Collected at Reception (e.g. ID and contact details) to:

- keep a database for registration purposes of all individuals who visit the Mission;
- record the details of your next of kin in case of an emergency;
- record any violations of the Mission's Code of Conduct by a visitor;
- provide information to third parties who are legally entitled to your Personal or Special Personal Information;
- create statistical and demographical data based on the information provided; and
- fulfil any other lawful and reasonable purpose provided for in POPIA.

Visual and audio recording/sharing at events/activities related to the Mission for:

- ministry/marketing purposes including through our website and YouTube;
- security purposes; and
- any other lawful reason.

Storage, Retention and Destruction of Information: Personal and Special Personal Information which you provide to the Mission may be held and/or stored for the purposes listed above. Your Personal and Special Personal Information may be stored in hard copy and/or electronically in a database, both of which will be accessible to duly authorised Mission staff members only, may be archived safely and securely for as long as necessary for the above purposes or as per legal requirements, or longer, should this be required by any other law applicable in South Africa. Thereafter, your Personal Information will be deidentified or destroyed where applicable.

Consequences of Withholding Consent or Personal Information: Providing the Mission with your Personal and Special Personal Information is voluntary, and should you refuse consent and/or information, the Mission may be unable to facilitate your visit or stay on the Mission premises.

Children's Personal Information and Special Personal Information: We do not intentionally collect or use Personal Information of children (persons under the age of 18), without consent of a parent or guardian.

Right to Object: You have the right to object to the Mission's collection, storage and processing of your Personal and Special Personal Information, in the prescribed manner (see PAIA Manual accessed at Reception or through the Mission's website).

Queries or Complaints: You may address any queries/complaints to the Information Officer by emailing (reception@ksb.org.za) or the Information Regulator.

Access to the Information by the Data Subject: You may at any time ask, using the prescribed form, for the details of any of your Personal and Special Personal Information which the Mission holds and how it is processed. Your request should be directed to the Mission's Information Officer (ask at Reception), according to the PAIA Manual.

Accuracy of Information and Onus: Whilst the Mission will always use its best endeavours to ensure that your Personal and Special Personal Information retained is accurate, it will be your responsibility to advise the Mission of any changes to your Information.

Updates to this POPIA Notice: You can find out when this POPIA Notice was last amended by checking "LAST REVISED" at the top of this Privacy Notice.

You can print, download or otherwise retain a copy of this Privacy Notice (and of any revised version) for your records.