

Privacy Notice of the Friends of Valkenberg Trust (the Friends)

This notice summarises the Friends' policies on personal information as required by the South African Protection of Personal Information Act (POPIA) and in the UK, the Data Protection Act 1998, and the General Data Protection Regulation 2018.

The Friends holds and processes limited data about its Trustees, its staff, the Volunteers who do so much of the work of the Friends, and of donors, supporters and individuals who have indicated an interest in our work. We have reviewed the purposes of holding and, where applicable, processing this personal information. We have checked that the processing is necessary for purpose of carrying out the objectives of the Friends and are satisfied that there is no other reasonable way to achieve that purpose. We have identified 'Legitimate interests' as being the appropriate lawful basis which applies to our activities and documented our decision to help us demonstrate compliance.

Friends PRIVACY STATEMENT.

Information supplied by data subjects will only be used by the Friends lawfully, in accordance with POPIA and the Data Protection Act 1998 and the General Data Protection Regulation 2018.

We hold and process limited personal information on

- (a) the Trustees of Friends, as provided by each Trustee for governance purposes;
- (b) the employees of Friends, as provided by each employee for the purposes of the employment relationship;
- (c) Volunteers who help with the work of Friends as provided by each volunteer, to arrange the work of volunteers in support of the Friend's objectives; and
- (d) Donors, Supporters, and people who have indicated an interest in our work, to communicate with them and send to each news about our work and our activities, and where relevant, provide documentation for income tax relief.

We will not share any personal information with anyone without the written consent of the data subject (i.e. the person to whom the information applies). We will not share personal information with, or sell it to, any third party. Data subjects may check the information that we hold about them by emailing us at admin@friendsofvalkenberg.co.za.

If a data subject advises us of any inaccuracies we will rectify the inaccuracies promptly as appropriate.

Any supporter, friend, donor, or past volunteer may instruct Friends that we may no longer retain his/her/their personal information and we will comply unless we have a lawful basis for holding the personal information in which case we will tell the data subject what we will retain and why.

Any data subject who believes that Friends has misused his or her or their personal information has a right to complain of this misuse to the INFORMATION REGULATOR at infoereg@justice.gov.za.

Adopted by the Trustees: 7 December 2020