



THE PROTECTION OF PERSONAL INFORMATION ACT 4 of 2013

PRIVACY NOTICE

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act 4 of 2013 (“POPIA”).

At SAVE7 we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

About SAVE SEVEN

We are a registered not for profit entity with NPO number 270-417. We collect and process information on behalf of organ donors who register their intentions to do so via our website and expressly consent to donate their organs on their death. To achieve this purpose we have created and maintain a registry of organ donors, from consenting data subjects, in respect of their intention to become future organ donation within the lawful and regulated prescripts applicable in South Africa.

The information we collect

We collect and process your personal information mainly to keep your information safely stored in a registry so that your wish to be an organ donor on death can be carried out, lawfully and transparently before your burial. For this purpose we will collect contact details including your name, your identity number and next of kin details.

We collect information directly from you, with your consent in terms of POPIA, where you provide us with your personal details for the express purposes of the stated aims of the NPO. Where possible, we will inform you what information you are required to provide to us and what information is optional.

Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

How we use your information

SAVE7 understands its obligation to make data subjects aware of the reasons for the collection of their data and that their data is being processed. We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal and/or academic research purposes which research is subject to ethical clearances by accredited University bodies specifically constituted to conduct such clearances.

For example:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorised user for security purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- To conduct statistical, historical or research analysis;
- For audit and record keeping purposes;
- In connection with legal proceedings.

Disclosure of information

We may disclose your personal information to our allied service partners from time to time, like the Organ Foundation of South Africa who are involved in the delivery of similar services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by POPIA.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of any applicable laws or industry codes;
- Where we believe it is necessary to protect our rights.

Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at the numbers/addresses as provided on our website and specify what information you require. We will need a copy of your ID document to confirm your identity before providing details of your personal information.

Please note that any such access request may be subject to a payment of a legally allowable fee.

Correction of your information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal

information we may hold about you. We would appreciate it if you would keep your personal information accurate.

Definition of personal information

According to the Act “**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Further to POPIA, Save7 also includes the following items as personal information:

- All addresses including residential, postal and email addresses.
- Change of name – for which we require copies of the marriage certificate or official change of name document issued by the Department of Home Affairs.

Record Retention, Data Storage and Disposal

SAVE7 understands its obligation to capture, keep and maintain records:

- Relevant only for the purpose for which they are collected
- For the duration of time for which they are required
- For use only for the purpose for which they are gathered

Your personal information may be stored by SAVE7 in electronic format by third parties on cloud services or other similar technology that SAVE7 has entered into a contract with to support its operations.

Where SAVE7 uses the services of a third party service provider, it will ensure that the third party processes your personal information in accordance with this policy, the relevant provisions of POPIA and any other relevant and applicable legislation.

These third parties will not have access to your information save as instructed by us and will operate at the least the same level of security that SAVE7 employs to protect our personal information.

How to contact us

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on our website.