



THE PROTECTION OF PERSONAL INFORMATION ACT NO 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 ("POPIA").

At the Endangered Wildlife Trust (the EWT/the Trust) we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

The information we collect

We collect and process personal information for the purpose of conclusion and performance of contracts as well as to communicate news relating to our conservation activities.

For this purpose we will collect contact details of the Trust's individual donors, members, subscribers, contractors and related persons.

We collect information directly from you where you provide us with your personal details.

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

How we use your information

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 purposes.

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;
- For audit and record keeping purposes;
- In connection with legal proceedings.

Disclosure of information

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law;
- 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.



**ENDANGERED
WILDLIFE TRUST**
Protecting forever, together.

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;

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 Identity Document (ID), and, subject to verification of your identity, will provide details of your personal information.

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 Identity Document (ID), and, subject to verification of your identity, we will make 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.

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, access or correct your personal information, please contact us at the numbers/addresses listed below and on our website.

Physical Address: Plot 27 and 28 Austin Road, Glen Austin AH, Midrand, 1685
Gauteng, South Africa

Postal Address: Postnet Suite # 027, Postnet Suite 002, Private Bag X08, Wierda Park 0149
Gauteng, South Africa

Tel: +27(0)11 372 3600 **Fax:** +27(0)11 608 4682 **Email:** ewt@ewt.org.za **Web:** www.ewt.org.za

The Endangered Wildlife Trust is a non-profit, public benefit organisation dedicated to conserving species and ecosystems in southern Africa to the benefit of all people.

NPO Number: 015-502, **PBO number:** 930 001 777, **Member of IUCN** - The International Union for Conservation of Nature