

	Date implemented	Date amended
	July 2020	
Document Name	Privacy Policy	

1. OBJECTIVE AND SCOPE

- 1.1. GreenCape is a non-profit organisation established in 2010 to support the development of the green economy and drive the widespread adoption of economically viable green economy solutions. We work at the interface between business, government and academia to identify and remove barriers to economically viable green economy infrastructure solutions, thereby catalysing their replicable and large-scale uptake to enable each country and its citizens to prosper. Learn more at <https://www.greencape.co.za/about-us/our-work/>
- 1.2. Recognising the impact that during the course of our interactions with you as our stakeholder we collect a variety of your information, GreenCape is committed to implementing and maintaining, as far as is reasonably practicable, practices and processes that ensure the privacy of this information.
- 1.3. The Privacy Policy outlines GreenCape’s approach to collecting, managing, processing and storing your information at GreenCape in line with the Protection of Personal Information Act No. 4 of 2013 (the “POPIA”).
- 1.4. This policy applies to all users of our websites, job applicants, stakeholders on our CRM system and other stakeholder’s whose information we may collect, process and store.

2. POLICY STATEMENT

2.1. INFORMATION WE COLLECT AND RECEIVE

Information you give us:

We collect and receive information about you in the following ways; this includes any information that you provide to us directly:

- when you sign-up to become a member;
- by filling in forms on our websites, or those provided to you;
- when you apply for jobs or internships;
- when you register for our events;
- when you provide feedback to our surveys; and

- when you contact us, we contact you and you provide information directly to us

What personal information we collect:

When you provide us with information as described above, you will be required to provide us with the following information:

- your contact details such as name, surname and email address;
- company details such as your job title, name of your organisation, the name of your CEO, address and location of your organisation, company contact details and the type of organisation; and
- job application information such as nationality, date of birth, race, gender, academic qualifications, work permit, work experience, work interests, remuneration and all other information provided by you in your CV.

Information from third-party sources:

We may receive additional information about you that is publicly or commercially available and combine that with the information we have collected or received about you in other ways.

2.2. HOW WE USE THE INFORMATION WE COLLECT AND RECEIVE

1. We use the information we collect and receive for the following general purposes:
 - to provide you with information or services you request from us;
 - to assist you with enquiries and to communicate with you;
 - to include you as a member on our databases;
 - for reporting and governance purposes to our stakeholders;
 - for completing co-developed funding application proposals; and
 - to register you for our events, including webinars.

2.3. HOW WE SHARE THE INFORMATION WE COLLECT AND RECEIVE

1. We don't sell your personal information to third parties for their marketing purposes.
2. We may share information with:
 - other members of the associations that we are member to;
 - industry partners of industry associations or industry affiliations that we are part of;
 - a limited number of our employees and third-party service providers;

- other parties in response to a legal process or when necessary to conduct or protect our legal rights; and
- companies that provide services to us or act on our behalf. These companies are limited in their ability to use information they receive in the course of providing services to us or you.

2.4. YOUR RIGHTS

1. You have the right to ask us not to contact you for marketing purposes. You can exercise this right at any time by using any of the various "opt-out" options that we will always provide to you when we communicate with you. We won't send you marketing messages if you tell us not to but we will still need to send you service-related messages.
2. We want to make sure that any data we hold about you is up to date. So, if you think your personal information is inaccurate, you can ask us to correct or remove it.

2.5. ACCESS TO YOUR PERSONAL INFORMATION

1. You may at any time request:
 - confirmation that we hold your personal information;
 - access to the records containing your personal information or a description of the personal information that we hold about you; or
 - the identities or categories of third parties to whom we have disclosed your personal information.
2. Requests may be made in writing to admin@green-cape.co.za.
3. If you wish to object to the processing of your personal information, please complete and submit Form 1 and send this to admin@green-cape.co.za.
4. If you wish to correct or delete your personal information or wish for a record to be destroyed or deleted, please complete and submit the Form 2 and send this to admin@green-cape.co.za.
5. Form 1 and Form 2 can be found in the Regulations Relating to the Protection of Personal Information, 2018 which can be accessible on the Information Regulator (South Africa)'s website (<https://www.justice.gov.za/infoereg/docs.html>).

2.6. RETENTION OF DATA

1. We will retain your personal information only for as long as is necessary for the purposes set out in this privacy policy or to comply with our legal obligations, resolve disputes, and enforce our legal agreements and policies.

2.7. OUR COMMITMENT TO SECURITY

1. The security of your data is important to us. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its

absolute security. However, we do employ a number of safeguards and adhere to cyber security best practice which is intended to mitigate the risk of unauthorised access or disclosure of your information. We will do our best to protect your personal information by using up to date technology. We will at all times comply with our obligation under applicable law.

2.8. TRANSFER OF DATA

1. We are based in and operate from South Africa. Your information, including personal information, will be transferred to and maintained by our service providers on servers located in the United States of America and Ireland as allowed for by POPIA.
2. We will transfer your personal information to our service providers located outside of South Africa and store it there. In such case, your personal information will only be transferred to and stored in a country that has equivalent, or better, data protection legislation than South Africa or with a service provider who is subject to an agreement requiring it to comply with data protection requirements equivalent or better than those applicable in South Africa.
3. Your use of our website, followed by your submission of information to us, represents your consent to such transfer.
4. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

2.9. LINKS TO OTHER WEBSITES

1. Our website may contain links to and from websites, mobile applications or services of third parties, advertisers or affiliates. Please note that we are not responsible for the privacy practices of such other parties and advise you to read the privacy statements of each website you visit which collects personal information.

2.10. CHANGES TO THIS PRIVACY POLICY

1. We may update this privacy policy from time to time. Any changes that we may make to our privacy policy will be posted on our website www.green-cape.co.za and will be effective from the date of posting.

2.11. CONTACT

1. If you have any questions about this privacy policy or any general concerns or if you would like to lodge a complaint regarding the treatment of your personal information or a possible breach of your privacy rights, please contact our Head of Communications using the details set out below.
2. Our Information Officer can be contacted via email at admin@green-cape.co.za.