

## **ELIOT OSRIN LEADERSHIP INSTITUTE (“EOLI”)**

*Established in 2017*

*PBO REG NO: 930 00 5366*

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# **PRIVACY POLICY**

13.12.2021

## **INTRODUCTION**

The purpose of this policy is to describe the way that the Eliot Osrin Leadership Institute (“EOLI”) collects, stores, uses, and protects data that can be associated with any third party or another specific natural or juristic person and can be used to identify them in terms of the Protection of Personal Information Act (Act 4 of 2013) (“POPIA”).

## **COMPLIANCE WITH POPIA**

Information about participants on leadership programmes, donors and beneficiaries is an important part of EOLI’s business. Such information may be collected, collated, processed, or disclosed for the purposes set out hereunder.

### **Information collected by Eliot Osrin Leadership Instituted**

1. EOLI is a charitable and communal non-profit Public Benefit Organisation which provides leadership development programmes and short workshops for volunteers and professionals who serve community organisations. The Institute ensures a pipeline for leadership succession.
2. The services undertaken by EOLI includes participants personal records who register for leadership programmes, administration of donors, and beneficiaries and their banking records for the purposes of course payments and donations. EOLI undertakes to protect the related personal information according to this Privacy Policy.
3. EOLI may collect and store the following Personal Information:
  - 3.1. Name, surname, address, email address contact information, identity number and/or passport number, qualifications, personal histories, and religious affiliation supplied by course applicants.
  - 3.2. Name and surname, email address, of donors.
  - 3.3. Name, address identity number and/or passport number or other such identifying permit number and contact information for any or all office bearers who serve on the EOLI Advisory Board.
  - 3.4. Information that is required by law or in terms of any contract entered with EOLI.
  - 3.5. All email correspondence.
  - 3.6. Information and correspondence relating to transactional activities.
  - 3.7. Recordings of meetings, programme photographs and quotes or interviews by participants, unless any participant does not consent thereto.
  - 3.8. Recordings of telephone conversations, unless any participant does not consent thereto.

## **Processing of Information**

All information processed by EOLI is accessed from participants and donors and with their consent necessary to perform leadership programmes for which EOLI was engaged.

All processing by EOLI shall be:

1. Undertaken in a lawful manner.
2. Done in a reasonable manner in that the processing will not infringe on the privacy of the person from whom information is being collected. The information will be for a legitimate purpose which is relevant, adequate and not excessive.
3. For a specific purpose and specific time, save where the information is for historical, statistical or research purposes and only for purposes required by EOLI.
4. EOLI shall ensure that the information is complete, accurate, current and not misleading.
5. EOLI will ensure that data subject will always be aware of the collection of personal data, who the responsible person collecting the data is and the purpose of the data retention.
6. Undertaken by the responsible person who will ensure that the information is protected against loss, damage, destruction, and unauthorised or unlawful access or processing.
7. Processing will be undertaken in a manner that enables the data subject to participate, which includes enabling the data subject to access personal information and correction if required.

## **Manner Information Stored at EOLI**

1. Information collected by EOLI is maintained electronically on the information management system or manually filed in leverarch files which is securely stored.
2. EOLI takes reasonable technical, administrative, and physical steps to protect against unauthorised access to and disclosure of personal information.
3. EOLI relies on Microsoft operating systems combination of firewall barriers, encryption techniques and authentication procedures, among others, to maintain the security of information on its Information and Communication protection of EOLI's systems from unauthorised access.
4. Access to computer is password protected and backups are retained in a locked safe.
5. EOLI maintains an internet website. We may need to share your personal information and/or utilise software or online platforms to enter and process your information for an application, registration or business purposes. This will only be done in strict adherence to the requirements of the Act. You have the right to request a copy of the personal information we hold and may edit or delete information from EOLI. Any such access request may be subject to a payment of a legally allowable fee.
6. We may use "cookies" on our website. They enable us to improve your future visits to our site as well as provide you with a more user-friendly experience. But please feel free to contact us first at the numbers/addresses listed on our website to discuss any questions or concerns you may have.

## **Retention of personal information by EOLI**

EOLI's retention period of records varies according to the nature thereof and the requirements of each applicant. Records for past donors and beneficiaries are retained. Records no longer required are returned to clients or are otherwise destroyed.

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