



## THE PROTECTION OF PERSONAL INFORMATION ACT -- PRIVACY NOTICE

This notice explains how The New Harvest Christian Fellowship (NPC) (**NHCF**) obtains, uses and discloses your personal information, in accordance with the requirements of the Protection of Personal Information Act (**POPIA**).

**NHCF** is committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

### The information **NHCF** collects

**NHCF** collects and processes your personal information mainly to contact you for the purposes of understanding your requirements and delivering services accordingly. For this purpose, **NHCF** will collect contact details including your name, surname and cell/tel. numbers.

**NHCF** collects information directly from you where you provide **NHCF** with your personal details. Where possible, **NHCF** will inform you what information you are required to provide to **NHCF** and what information is optional.

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

### How **NHCF** uses your information

**NHCF** 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 or research purposes.

### Disclosure of information

**NHCF** may disclose your personal information to **NHCF** service providers who are involved in the delivery of products, services or ministries to you and **NHCF**. **NHCF** have agreements (**PoPIA**, **NDA**, **SLA's**) in place to ensure that they comply with the privacy requirements as required by **PoPIA**.

**NHCF** may also disclose your information:

- Where **NHCF** have a duty or a right to disclose in terms of law or court orders
- Where **NHCF** believe it is necessary to protect your and **NHCF's** rights.

### Information Security

**NHCF** is legally obliged to provide adequate protection for the personal information **NHCF** holds and to stop unauthorized access and use of personal information. **NHCF** will, on an on-going basis, continue to review security controls and related processes to ensure that your personal information remains secure.

**NHCF** 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 **NHCF** contracts with third parties, **NHCF** will impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information, that **NHCF** remains responsible for, is kept secure.



**NHCF** will ensure that anyone to whom **NHCF** passes your personal information agrees to treat your information with the same level of protection as **NHCF** is obliged to.

#### **Your Rights: Access to information**

You have the right to request a copy of the personal information **NHCF** holds about you. To do this, simply contact **NHCF** at the email address provided below and specify what information you require. **NHCF** will need a copy of your ID document to confirm your identity before providing you with a copy of your personal information details.

#### **Your Rights: Correction of your information**

You have the right to ask **NHCF** to update, correct or delete your personal information. **NHCF** 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**, **NHCF** also includes the following items as personal information:

- All addresses including residential, postal and email addresses.
- All contact numbers such as home, work or cell phone numbers.

#### **How to contact NHCF**

If you have any queries about this notice, or you need further information about our privacy practices, or you wish to withdraw your consent, or exercise preferences or access or correct your personal information, please contact **NHCF** at: [io@thenewharvest.org.za](mailto:io@thenewharvest.org.za) and address your email to the INFORMATION OFFICER of NHCF.