



PRIVACY POLICY

WE ARE COMMITTED TO PROTECTING YOUR PRIVACY AND YOUR PERSONAL INFORMATION

THIS PRIVACY POLICY IS SUBJECT TO THE TERMS AND CONDITIONS ON THIS WEBSITE, IT GOVERNS OUR POLICIES AND PRACTICES WITH RESPECT TO THE PERSONAL INFORMATION AND OTHER DATA COLLECTED BY HABITAT FOR HUMANITY SA.

BY CONTINUING TO USE THIS WEBSITE, YOU AGREE TO THE TERMS AND CONDITIONS SET OUT IN THIS PRIVACY POLICY. PLEASE NOTE THAT BY SUBMITTING INFORMATION VIA THIS WEBSITE, AND TO OUR OFFICE AND ANY OTHER PLATFORM USED BY US, YOU CONSENT TO THE COLLECTION, COLLATION, PROCESSING AND STORING OF SUCH INFORMATION AND THE USE AND DISCLOSURE OF SUCH INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY.

WE RECOMMEND THAT YOU READ THIS PRIVACY POLICY TOGETHER WITH OUR TERMS AND CONDITIONS PRIOR TO SUBMITTING INFORMATION TO THIS WEBSITE.

1. INTRODUCTION

1.1 This is the Privacy Policy of HABITAT FOR HUMANITY SA (hereinafter referred to as 'us', 'we' or 'our' as required by the context). In this Privacy Policy we list our policies regarding the collection, use, and disclosure of Personal Information or data when you use our service and the choices you have associated with that data. We use your data to provide and improve our service. By using the service, you agree to the collection and use of information in accordance with this Privacy Policy.

1.2 The provisions as set out in this Privacy Policy are in conjunction with the provisions as set out in the Terms and Conditions of our website as set out above.

2. DEFINITIONS

2.1 The following words expressions and abbreviations shall have the meaning hereinafter assigned to them:

2.1.1 **'service'** means the Humanitarian Service(s) provided and solicited on our website as advertised on the website by email or other marketing campaigns under the same domain operated by the proprietor of this website;

2.1.2 **'Personal Information'** means data about a living individual (you) who can be identified from those data (or from those and other information either in our possession or likely to come into our possession), such as your name, contact details, your company details and service history. It may also contain information of your browsing habits on our Website;

2.1.3 **'Data or Content'** means data collected automatically either generated by the use of service and providing certain information or from the service infrastructure itself which includes Personal Information;

2.1.4 **'Cookies'** means small pieces of data stored on your device;

2.1.5 **'Data Controller'** means the natural or legal person who (either alone or jointly or in common with other persons) determines the purposes for which and manner in which any personal information are, or are to be, processed.

For the purpose of this Privacy Policy, we are a Data Controller of your Personal Information, Content or Data;

2.1.6 **'Data Processors or Service Providers'** means any natural or legal person who processes the data on behalf of the data controller. We may

use the Humanitarian Services of various Service Providers in order to process your data more effectively; and

- 2.1.7 **'Data Subject or user'** means any living individual who is using our service and is the subject of Personal Information.

3. CONSENT

- 3.1 How does HABITAT FOR HUMANITY SA get your consent?

3.1.1 We obtain your consent when you provide us with personal information on our Website, the various digital and other platforms and/or ways which we use to provide our Humanitarian Services and engage with our customers.

3.1.2 Further, we obtain your consent if we ask for your Personal Information for a secondary reason (such an example of marketing). We will either ask you directly for your expressed consent, or provide you with an opportunity to say no.

- 3.2 How do I withdraw my consent?

3.2.1 If after you opt-in, you change your mind, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at any time, by contacting us at info@hatbitat.org.za.

4. AGE OF CONSENT

By using this Website you represent that you are at least the age of majority in your province of residence, or that you are the age of majority in your state or province of residence and you have given us your consent to allow any of your minor dependents to use this Website.

5. INFORMATION COLLECTION

When you provide us with your personal information as set out in clause 3.1 above, we collect the personal information you give us in order to provide our service to the user.

PERSONAL INFORMATION, DATA, LOG DATA AND CONTENT

By using this Website you represent that you are at least the age of majority in your province of residence, or that you are the age of majority in your state or province of residence and you have given us your consent to allow any of your minor dependents to use this Website.

- 5.1 While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you.
- 5.2 Personally identifiable information may include, but is not limited to:
 - 5.2.1 Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to you;
 - 5.2.2 Your name if it appears with your other personal information or if your name itself would reveal information about you.
- 5.3 We may use your Data to make contact with you regarding your profile, research, contact you with our newsletter, announcement emailer or promotional materials and other information that may be of interest to you or us. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send or by contacting us at info@habitat.org.za.

DATA

- 5.4 You may be asked or be required to provide limited personal information in order to enable us to provide certain Humanitarian Services to you. We may store this information manually or electronically. We will only use it for purposes for which it

was provided, if you have consented to it. Information provided will be kept for as long as necessary to fulfil that purpose.

- 5.5 We may also collect information about your computer including, where applicable, your IP address, operating system and browser type, for system administration purposes and to report aggregate information to our webmasters. This information reveals nothing personal about you. It is statistical data about our users' browsing actions and patterns which do not identify individuals and allows us to ensure that content from our site is presented in the most effective manner for you and for your computer.

LOG DATA

- 5.6 When you interact with the Site or use our Humanitarian Services, our servers automatically receive and store certain personally non-identifiable information ("Log Data"). This Log Data is collected passively and may include information such as your IP address, browser type or the domain from which you are visiting, the Site pages you visit, the search terms you use, and any advertisements on which you click. For most users accessing the Internet from an Internet service provider, the IP address will be different every time you log on. We use Log Data to provide you with the Humanitarian Services and pool it with other information to monitor the use of the Humanitarian Services, and for the technical administration of the Humanitarian Services. We do not associate your IP address with any other Personal Information to identify you personally, except in cases where we are asked to comply with a subpoena or other legal demand or where we suspect that there has been a violation of our policies, our Terms of Service and/or applicable law.
- 5.7 HABITAT FOR HUMANITY SA uses the Personal Information you provide in a manner that is consistent with this Privacy Policy. We will use your Personal Information in order to provide you with access to and use of our Humanitarian Services, to help us improve the content and functionality of the Humanitarian Services and to better understand our users. If you contact us by email through the Humanitarian Services, we may keep a record of your contact information and

correspondence, and may use your email address, and any information that you provide to us in your message, to respond to you. In addition, we may use your contact information to market to you, and provide you with information about our Humanitarian Services and the products and Humanitarian Services of our partners that we believe may be of interest to you. **OPT-OUT** should you at any stage wish to no longer receive such marketing information please send us an email confirming that you wish to **OPT-OUT** from receiving marketing information to : info@habitat.org.za.

TRACKING & COOKIES DATA

- 5.8 We have a legitimate interest in the use of cookies in the pursuit of our business. Cookies and similar tracking technologies, such as tags, scripts and beacons, are small pieces of code (referred to as cookies hereafter) that are stored on a device (computer, mobile phone, tablet etc.) and enable us to personalise our and our clients content. We may use cookies in emails we send to you and on our website. We will always make sure our website contains clear and easy to find information about our cookies.
- 5.9 We may use cookies and similar tracking technologies to track the activity on our Service and hold certain information.
- 5.10 Cookies are files with a small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a Website and stored on your device. Tracking technologies also used are beacons, tags and scripts to collect and track information and to improve and analyse our Service to you.
- 5.11 You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our service.

“DO NOT TRACK” SIGNALS

5.12 We do not support “Do Not Track” (‘DNT’). DNT is a preference you can set in your web browser to inform websites that you do not want to be tracked. You can enable or disable DNT by visiting the preferences or settings page of your web browser.

6. USE OF INFORMATION AND DATA COLLECTED

We consider your information to be a vital part of our relationship with you. There are, however, certain circumstances in which we may share your Personal Information with certain third parties without further notice to you, as set forth below.

6.1 We use the collected data for various purposes not limited to the below:

- 6.1.1 To deliver the Humanitarian Services you have asked for. In other words to provide, solicit and maintain Humanitarian Services;
- 6.1.2 Research;
- 6.1.3 To notify you about changes to our service;
- 6.1.4 To allow you to participate in interactive features of our service when you choose to do so;
- 6.1.5 To provide customer support;
- 6.1.6 To gather analysis or valuable information so that we can improve our service;
- 6.1.7 To monitor the usage of our service;
- 6.1.8 To detect, prevent and address technical issues;
- 6.1.9 To provide you with news, special offers and general information about other goods, Humanitarian Services and events which we offer that are similar to those that you already used or enquired about unless you have opted not to receive such information;

- 6.1.10 Demographical and statistical information about user behavior may be collected and used to analyze the popularity and effectiveness of this Website. Any disclosure of this information will be in aggregate form and will not identify individual users;
- 6.1.11 If you subscribe for data, news, announcements, alerts or any such information to be emailed to you from this Website, we will hold your details on our database until such time as you chose to unsubscribe from this service. You may do this at any stage by selecting the appropriate option in the alerts section of this site;
- 6.1.12 Personal information will not be sold to third parties, or provided to direct marketing companies or other such organizations without your permission. We may disclose your personal information to third parties if we are under a duty to disclose or share such;
- 6.1.13 Furthermore, in connection with the operation, promotion, advertising or marketing of our Humanitarian Services, we may provide certain of our partners (e.g., special reward providers; etc.) with Personal Information (e.g., your name) and other content or information related to you, in order to access such information using information already in their possession. Please note: each time we provide any of your Personal Information to our partners, we only provide information to these partners that is publicly available or publicly viewable;
- 6.1.14 we engage certain trusted third parties to perform functions and provide Humanitarian Services to us, including, without limitation, hosting and maintenance, customer relationship, database storage and management, and direct marketing campaigns. We will share your Personal Information with these third parties, but only to the extent necessary to perform these functions and provide such Humanitarian Services.

7. RETENTION OF PERSONAL INFORMATION, CONTENT AND DATA

We will retain your personal information, content and data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your data to the extent necessary to provide our service and for research to comply with legal obligations.

8. TRANSFER OF PERSONAL INFORMATION, CONTENT AND DATA

- 8.1 Your data, may be transferred to, and maintained on, computers located outside of your state, province or country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.
- 8.2 Please note that we may transfer data, to the locations of our third-party service providers' servers and process it required or necessary.
- 8.3 Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.
- 8.4 We will take reasonable steps to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.
- 8.5 HABITAT FOR HUMANITY SA may sell, transfer or otherwise share some or all of its assets, including your Personal Information, in connection with a merger, acquisition, reorganization or sale of assets or in the event of winding up.

9. DISCLOSURE OF DATA

- 9.1 HABITAT FOR HUMANITY SA employs administrative, physical and electronic measures designed to protect your information from unauthorized access. However, no Internet or email transmission is ever fully secure or error free. We will make any legally-required disclosures of any breach of the security, confidentiality, or integrity of your unencrypted electronically stored Personal Information to you via email or conspicuous posting on this Site in the most expedient time possible and without unreasonable delay, consistent with;

- 9.1.1 the legitimate needs of law enforcement; or
 - 9.1.2 any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.
- 9.2 For purposes of research, we may disclose your data to relevant institutions for research purposes.
- 9.3 Legal requirements may require us to disclose your data, however, this is done in good faith and with the belief that such action is necessary to:
- 9.3.1 To comply with a legal obligation;
 - 9.3.2 To protect and defend the rights or property of the proprietor of this Website;
 - 9.3.3 To prevent or investigate possible wrongdoing in connection with the service;
 - 9.3.4 To protect the personal safety of users of the service or the public; and
 - 9.3.5 To protect against legal liability.

10. SECURITY OF DATA

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed.

HABITAT FOR HUMANITY SA takes the protection of its users' personal information as imperative to its operations and takes the following steps to ensure the security of users' personal information:

- 10.2.1. Maintaining technology products to prevent unauthorised computer access and security vulnerabilities,
- 10.2.2. Securely destroying your personal information when it's no longer needed for our record retention purposes

- 10.2.3. All passwords are stored using a one-way SHA-512 hashed encryption mechanism;
- 10.2.4. HABITAT FOR HUMANITY SA uses a 256 – bit SSL (secure sockets layer) encryption technology when processing your details. SSL encryption is the industry standard.
- 10.2.5 Having placed the aforementioned measures in place, HABITAT FOR HUMANITY SA, its operators, employees and affiliates shall not be held liable for the loss, misuse, dissemination, sale and or distribution of a user’s personal information either by lawful possessors of such information or unlawful possessors of the user’s personal information.

11. THIRD PARTY SERVICES AND LINKS

- 11.1 In general, the third-party providers used by us will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us.
- 11.2 In particular, remember that certain providers may be located in or have facilities that are located in a different jurisdiction than either you or us. So if you elect to proceed with a transaction that involves the services of a third-party service provider, then your information may become subject to the laws of the jurisdiction(s) in which that service provider or its facilities are located.
- 11.3 Once you leave our Website or are redirected to a third-party Website or website, you are no longer governed by this Privacy Policy or our Website’s Terms and Conditions.
- 11.4 Links: when you click on links on our website, they may direct you away from our website. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.

12. LINKS TO OTHER SITES

- 12.1 Our service may contain links to other sites that are not operated by us. If you click on a Third-party link, you will be directed to that party's website. The fact that we link to a website is not an endorsement, authorization or representation of our affiliation with that third party.
- 12.2 We have no control over and assume no responsibility nor liability for the content, privacy policies or practices of any third party website or service.

13. CHANGES TO THIS PRIVACY POLICY

Our services and/or business may change from time to time. We therefore, reserve the right to modify this Privacy Policy at any time, so please review it frequently. Changes and clarification will take effect immediately upon posting on the Website and other platforms. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

14. OUR POLICY TOWARDS CHILDREN

If a parent or guardian becomes aware that his or her child has provided us with Personal Information without his/her consent, he or she should contact us at info@habitat.org.za. We do not knowingly collect Personal Information from children under 18. If we become aware that a child under 18 has provided us with Personal Information, we will delete such information from our files. If you are under the age of 18, please do not submit any Personal Information through the Humanitarian Services. We encourage parents and legal guardians to monitor their children's Internet usage and to help enforce our Privacy Policy by instructing their

children never to provide Personal Information via the Humanitarian Services without their permission.

15. APPLICABLE LAWS

This Privacy Policy is governed by the laws of the Republic of South Africa, and you consent to the jurisdiction of the South African courts in respect of any dispute which may arise out of or in connection with the formation, interpretation, substance or application of this Privacy Policy.

16. QUESTIONS AND CONTACT INFORMATION

If you would like to: access, amend, correct or delete any personal information we have about you, register a complaint, or simply want more information contact us at info@habitat.org.za.