



**Beth-Haran Ministries**

*House of Grace*

Non-Profit Company - NPC Number: 2020/204069/08

Registered: Sunset Avenue, Boksburg, 1459

Physical: Leeuwpoort 113-IR, Dudley-Smith Road, Boksburg, 1459

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# **PROTECTION OF PERSONAL INFORMATION (POPI) POLICY OF**

**BETH-HARAN MINISTRIES NON-PROFIT  
Registration Number: 2020/204069/08**

**(“the Company/Ministry”)**

**prepared in accordance with the provisions of the  
Protection of Personal Information Act 4 of 2013 (“POPIA”)**

## 1. INTRODUCTION

POPI requires the Company/Ministry to inform their congregants and visitors as to the manner in which their personal information is used, disclosed and destroyed.

The Company/Ministry guarantees its commitment to protecting its congregants and visitors privacy and ensuring that their personal information is used appropriately, transparently, securely and in accordance with applicable laws.

The Policy sets out the manner in which The Company/Ministry deals with its customer's personal information as well as stipulates the purpose for which said information is made available.

## CONTACT DETAILS

### 1.1 Designated Information Officer

Full Names:	Daniël Louis Vosloo
Email Address:	<a href="mailto:houseofgrace@bethharan.co.za">houseofgrace@bethharan.co.za</a>
Physical Address:	1 Sunset Avenue, Boksburg, 1459
Postal Address:	1 Sunset Avenue, Boksburg, 1459
Phone Number:	+27 72 413 6592

## 2. INTERPRETATION

2.1 In this Policy words in the singular shall include the plurals, and words in the plural shall include the singular, words importing the masculine gender shall include the female gender and words importing Persons shall include created entities (corporate or not);

2.2 The following words will bear the following meanings:-

2.2. 1 "Company/Ministry" means **Beth-Haran Ministries NPO** (Reg. No.: 2020/204069/08), a company/Ministry duly incorporated in accordance with Companies Act 71 of 2008 and having its principal place of business at 1 Sunset Avenue, Boksburg, 1459.

2.2. 2 "Conditions for Lawful Processing" means the conditions for the processing of personal information as set out in Chapter 3 of POPIA;

2.2. 3 "Customer" means a customer or client of the Company/Ministry;

2.2. 4 "Data Subject" refers to the natural or juristic person to whom the personal information relates;

2.2 .5 "Information Officer" means the person who is responsible for ensuring The Company/Ministry's compliance with POPIA. Where no Information Officer is appointed, one of the Directors of the Company/Ministry will be responsible for performing the Information Officer's duties.

2.2. 6 "PAIA" means the Promotion of Access to Information Act 2 of 2000;

2.2.7 "Personal Information" means any personal information that can be used to reveal a person's identity. Personal information relates to an identifiable, living natural person, and where applicable, an identifiable, existing juristic person (such as a company/Ministry), including but not limited to:

2.2.7.1 Racial or ethnic origin;

2.2.7.2 Political opinions;

- 2.2.7.3 Religious or similar beliefs;
  - 2.2.7.4 Financial information;
  - 2.2.7.5 Mental or physical health;
  - 2.2.7.6 Family details;
  - 2.2.7.7 Criminal records;
- 2.2.8 “POPIA” means the Protection of Personal Information Act 4 of 2013;
- 2.2.9 “POPIA POLICY” means such Policy as adopted by the Company/Ministry in compliance with the provisions of POPIA, and as amended from time to time;
- 2.2.10 “Requester” has the meaning as per Section 1 of POPIA;
- 2.2.11 “Request for Access” has the meaning per Section 1 of PAIA.
- 2.3 If any term is defined in the context of any particular clause in this Policy the term so defined unless it is clear from the clause in question that the term so defined has limited application to the relevant clause, shall bear the meaning ascribed to it for all purposes in terms of this Policy, notwithstanding that term has not been defined in this interpretation provision;
- 2.4 When a particular number of business days is provided for in this Policy, between the happening of one event and another, the number of days must be calculated by:-
- 2.4.1 excluding the day on which the first such event occurs;
  - 2.4.2 including the day on or by which the second event is to occur; *and*
  - 2.4.3 excluding any public holiday, Saturday or Sunday that falls on or between the days contemplated in clauses 2.4.1 and 2.4.2, respectively.

### **3. COLLECTION OF PERSONAL INFORMATION**

- 3.1 The Company/Ministry will collect and process congregants and visitors personal information mainly to provide congregants and visitors with access to The Company/Ministry, to improve our offerings to congregants and visitors, to exchange correspondence and or account statements and to support our relationship with congregants and visitors and for certain other purposes explained below. The Company/Ministry will only collect information that is needed for a certain purpose.
- 3.2 The Company/Ministry will collect personal information directly from the customer. Where possible, The Company/Ministry will inform congregants and visitors what information is mandatory and what information is optional.
- 3.3 The personal information that The Company/Ministry will collect from a customer is:-
- 3.3.1 Full Names and Surname;
  - 3.3.2 Address;
  - 3.3.3 Email address;
  - 3.3.4 Telephone /cell number;
  - 3.3.5 ID Number;
  - 3.3.6 Full name of juristic entity;
  - 3.3.7 Registration number of juristic entity
  - 3.3.8 Registered office addresses of juristic entity;
  - 3.3.9 Representative person for the juristic entity.
- 3.4 Access to personal information will be and can be given to:-
- 3.4.1 Auditors and/or Accountants of The Company/Ministry;
  - 3.4.2 Attorney and/or Counsel of The Company/Ministry.

## **4. PURPOSES AND PRINCIPLES OF THIS POLICY**

### **4.1 PURPOSES**

The purposes of this policy is to comply with relevant legislation and follow good practice in respect of personal information that the Company/Ministry processes and retains about its congregants and visitors, to respect individual's rights, to ensure that any personal information held is not being misused and to protect the Company/Ministry from the consequence of a breach of its responsibilities.

### **4.2 PRINCIPLES**

- 4.2.1 This Policy applies to all directors, officers, personell and congregants and visitors of the Company/Ministry.
- 4.2.2 All directors, officers and personell must be informed about data protection issues. All directors, officers and personell will receive guidance on data protection.
- 4.2.3 All suppliers and other third-party service providers will be required to sign an agreement guaranteeing their commitment to the Protection of Personal Information.
- 4.2.4 All data/information processed by the Company/Ministry is covered by this Policy.

## **5. LEGISLATIVE FRAMEWORK**

- 5.1 Processing of personal information will only be carried out where the customer/data subject has given consent.
- 5.2 The Company/Ministry will use congregants and visitors personal and non-personal information only for the purposes for which it was collected or agreed with the customer/data subject, ie:-
  - 5.2.1 Congregants and visitors database;
  - 5.2.2 Official communication through e-mail or push notifications;
  - 5.2.3 Submission to CIPC;
  - 5.2.4 For audit and record-keeping purposes;
  - 5.2.5 In connection with any legal proceedings;
  - 5.2.6 To respond to your queries or comments;
  - 5.2.7 To comply with legal and regulatory requirements or industry codes to which the Company/Ministry subscribes to, or which apply to the Company/Ministry, or when it is otherwise allowed by law.
- 5.3 Congregants and visitors have the right to ask the Company/Ministry to update, correct or delete their personal information and the Company/Ministry will take all necessary steps to confirm the customer's identity before making changes to their personal/juristic information.
- 5.4 Congregants and visitors must take the necessary steps to keep their personal information accurate and up to date by immediately notifying the Company/Ministry of any changes.
- 5.5 The directors, officers and personnel have the right to access the personal information of congregants and visitors unless it is exempt under POPIA and PAIA.

## **6. INFORMATION OFFICER**

- 6.1 The Company/Ministry will appoint a responsible person to process personal information (the "Information Officer"). The Information Officer's details will be announced from time to time. The reappointment or replacement of the Information Officer as well as the need to appoint and/or replace the Deputy Information Officer will be considered annually as stipulated by

POPIA.

6.2 The Information Officer shall ensure:-

- 6.2.1 Compliance with this Policy and POPIA;
- 6.2.2 That this Policy is reviewed periodically;
- 6.2.3 That all personal information is always secured and kept confidential;
- 6.2.4 That all contracts contain a clause regarding POPIA compliance;
- 6.2.5 That all personal information is accurate, complete and up to date;
- 6.2.6 That personal information is processed correctly in terms of this Policy;
- 6.2.7 That all personal information is correct and complete;
- 6.2.8 That all personal information is kept safely and securely and ensure that adequate safeguards are in place;
- 6.2.9 That all requests for personal information are handled;
- 6.2.10 That all personal information is destroyed when required;
- 6.2.11 Safekeeping of the PAIA manual;
- 6.2.12 Assisting the Information Regulator in respect of any investigation;
- 6.2.13 That the Regulator is immediately notified of any breach.

## **7. RETENTION AND DISPOSAL OF DATA**

- 7.1 All directors, officers and personnel are responsible for ensuring that any personal information which they hold is kept securely and that it is not disclosed to any unauthorised third party.
- 7.2 All personal information must be accessible only to those who need to use it. The Information Officer's decision when considering the granting of access to personal information should be based upon the sensitivity and value of the information in question.
- 7.3 Personal information should be kept in a lockable room with controlled access and in a locked draw or filing cabinet. If personal information is computerised it should be password protected.
- 7.4 Care must be taken to ensure that computer monitors and mobile device screens are not visible except to authorised representatives. Manual records should not be left where they can be accessed by unauthorised persons.
- 7.5 Personal information will be disposed of in a way that protects the rights and privacy of congregants and visitors/data subjects (shredding, deletion from IT systems and backups).
- 7.6 The directors of the The Company/Ministry discourage the retention of personal information for any longer than necessary.
- 7.7 Personal information shall be retained as follows:-
  - 7.7.1 Personal information regarding congregants and visitors shall be retained for a period of 2 (two) years after the person is no longer a customer of the Company/Ministry, whereafter, that information shall be destroyed;
  - 7.7.2 Any personal information contained in the Company/Ministry's books of account shall be retained for a period of 6 (six) years;
  - 7.7.3 Directors information will be kept indefinitely.