

Last updated 30 June 2021

Our Organisation

Masiphumelele Corporation SA “Masicorp SA.”

PostNet Sun Valley 537, Private Bag x4, Sun Valley,

Sunnyside, Cape Town, 7975 South Africa

The privacy statement applies to “Masicorp SA” and provides detail of the personal information we collect from you, what we do with it, how you might access it and who it might be shared with.

**Personal Information Use, Processing and Storage**

Website

While using our Site, we may ask you to provide us with certain general identifiable information that can be used to contact or identify you personally when you sign up for our newsletter or make a donation to our charities. Identifiable information may include but is not limited to:

- your first name, last name, email address, contact number
- Payment information for processing donations through our third-party provider Payfast.

**Personal Information**

Masicorp SA processes your personal information only for the purpose for which we collect it for example donation management, beneficiary program management, assist us in administration, recruit potential employees or to comply with any legal obligations.

From our **Potential Donors** we collect, use and retain personal information for the purpose, period and applicable lawful base as follows:

Processing purpose	Lawful base	Retention period
Donation management	S11 - data subject consent	Until consent withdrawn
Maintaining a do- not contact / opt- out list	S11 - It protects a legitimate interest of the data subject	Until no longer needed for the purpose of proof

From our **Existing Donors** we collect, use and retain personal information for the purpose, period and applicable lawful base as follows:

Processing purpose	Lawful base	Retention period
Donation management	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for the purpose of proof
Maintaining a do not contact / opt - out list	S11 - It protects a legitimate interest of the data subject	Until no longer needed for the purpose of proof

From our **Tenants and Suppliers**, we collect, use and retain personal information for the purpose, period and applicable lawful base as follows:

Processing purpose	Lawful base	Retention period
Lease management, service and support	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for the purpose of proof

From our **Potential Volunteers** we collect, use and retain personal information for the purpose, period and applicable lawful base as follows:

Processing purpose	Lawful base	Retention period
Volunteer recruitment	S11 - data subject consent	Until consent withdrawn

From our **Volunteers** we collect, use and retain personal information for the purpose, period and applicable lawful base as follows:

Processing purpose	Lawful base	Retention period
Volunteer management	S11 - To conclude or perform a contract to which the data subject is party	Until consent withdrawn Until no longer needed for the purpose of proof

From our **Prospective Employees and Consultants**, we collect, use and retain personal information for the purpose, period and applicable lawful base as follows:

Processing purpose	Lawful base	Retention period
Employee recruitment	S11 - data subject consent	Upon conclusion of the service, event or promotion Until consent withdrawn

From our **Beneficiaries and the Legal Guardians of Beneficiaries** we collect, use and retain personal information for the purpose, period and applicable lawful base as follows:

Processing purpose	Lawful base	Retention period
Beneficiary program management	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for the purpose of proof

From our **Program Partners** we collect, use and retain personal information for the purpose, period and applicable lawful base as follows:

Processing purpose	Lawful base	Retention period
Program management	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for the purpose of proof

Personal information or personally identifiable information that we collect from you *may include* but is not limited to:

- Identification Number
- Postal Address
- Online identifier
- Gender / Nationality / Social Origin
- Marital Status
- Culture / Language
- Physical address
- Personal opinions, views or preferences
- Telephone number
- Confidential Correspondence
- Education history
- Employment history
- Email address
- Financial & banking details (where applicable)
- Name, together with other identifying information
- Company general personal information and logos

Special personal information could be about your health, your racial or ethnic origin etc. We collect the following special personal information, under the appropriate lawful basis:

Health and Sex life

- S27- for the establishment, exercise or defence of a right or obligation in law

Race or ethnic origin

- S27- for the establishment, exercise or defence of a right or obligation in law

Masicorp SA may provide your personal information to sub-contractors for the conclusion of our services as agreed between us. Our sub-contractors are considered Operators and bound by a legal Operator's Agreement to protect personal information. Masicorp SA will not share personal information with third parties or other public entities for secondary or unrelated purposes unless otherwise disclosed at the point of collection.

Masicorp SA is a subsidiary of Masicorp USA and Masicorp UK and may transfer personal information within the group. where required to fulfil the terms of our legal obligations. These legal entities are bound by the binding Personal Information Sharing Agreements that exist between us. This supports the further protection of your personal information. Entering into an agreement with Masicorp SA will inform you of the applicable country and will request your consent at the point of collection if required.

Where appropriate, personal information may be disclosed to law enforcement, regulatory or other government agencies in South Africa, or third parties where necessary or desirable to comply with legal or regulatory obligations or requests or for the purposes identified above.

We transfer personal information to the following organisations and countries:

Data subject type	Organisation name	Type	Country
Donors	Masicorp USA	Responsible Party	USA
Donors	Masicorp UK	Responsible Party	UK
Donors	CRM management system	Operator	USA
Donors	Newsletter communication system	Operator	USA
Donors	Payment system	Operator	SA
Suppliers and Tenants	Accounting system	Operator	SA
Beneficiaries	Department of Social development	Responsible Party	SA
Beneficiaries	Licencing department	Responsible Party	SA
Tenants	COCT Property Management	Responsible Party	SA

#### Retention of Information:

Masicorp SA will retain your personal information for its original purpose to the extent necessary:

- to comply with our legal obligations and until tax or other legal retention periods expire;
- to resolve disputes and to enforce our legal agreements and policies as well as for internal analysis purposes.

Thereafter we will destroy all information in a responsible manner. You can ask us to delete any information we have of you by making a request in writing to [contact@masicorp.org](mailto:contact@masicorp.org). This request is subject to Masicorp SA's legal right to retain your personal information to conclude our legal obligations as mentioned.

#### Access to Personal Information

Data subjects can request to review their personal information by contacting Masicorp SA on [contact@masicorp.org](mailto:contact@masicorp.org). In all cases, Masicorp SA will treat requests to access information or change information by applicable legal requirements.

#### Security

The security of your Personal Information is important to us however no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

Masicorp SA has in place reasonable commercial standards of technology and operational security to protect all information provided by data subjects from loss, misuse, alteration or destruction. All reasonable steps will be taken to secure data subjects' data. Authorised employees, who are responsible for the maintenance of any data submitted, are required to maintain the confidentiality of such data.

It is expressly prohibited for any person, business or entity to gain or attempt to gain unauthorised access to our platforms, or to deliver or attempt to deliver any unauthorised, damaging or malicious code to our platforms. If a person delivers or attempts to provide any unauthorised, harmful or malicious code to our platforms or attempts to gain unauthorised access to any platform, a criminal charge will be laid against that person, and, if Masicorp SA or any public body should suffer any damage or loss, civil damages will be claimed.

Masicorp SA website may provide links to other websites or third-party payment solutions. The inclusion of any link does not imply Masicorp SA endorsement of such sites. Linked websites or pages are not subject to the control of Masicorp SA and therefore is not responsible or liable, directly or indirectly, in any way for the content, use, or inability to use or access any linked websites or any links contained in a linked website.

**Changes to This Privacy Policy**

This Privacy Policy is effective as of 30 June 2021 and will remain in effect except concerning any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time in response to changing legal, technical or business developments, and you should check this Privacy Policy periodically. Your continued use of the website or our service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgement of the modifications and your consent to abide and be bound by the modified Privacy Policy.

You can see when this Privacy Policy was last updated by checking the “last updated” date displayed at the top of this Privacy Policy.

**Contact Us**

if you have any questions about this Privacy Policy, address your queries to [contact@masicorp.org](mailto:contact@masicorp.org)

Our Information Officer is:

Mrs. M Firth  
Managing Director

The SA Information Regulator

You have the right to lodge a complaint with the SA Information Regulator. See the Information Regulator contact details below.

The Information Regulator (South Africa)

PO Box 31533

Braamfontein

27 Stiemens St

Braamfontein

2017

The Information Regulator (South Africa)

complaints.IR@justice.gov.za

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