

PRIVACY POLICY



JET EDUCATION SERVICES
THINK EDUCATION. THINK JET.

This is the privacy policy of JET Education Services, a non-profit organisation having Registration Number 2000/007541/08 (“JET”).

APRIL 2021



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A Non-Profit Company • Reg No. 2000/007541/08 • PBO No 015-623NPO • Vat Reg No. 4830 188 704
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This is the privacy policy of JET Education Services, a non-profit organisation having Registration Number 2000/007541/08 ("JET").

1 INTRODUCTION

1. In terms of **Section 14 of the Constitution of the Republic of South Africa, 1996**, everyone has the right to privacy.
2. The right to privacy includes a right to protection against the unlawful collection, retention, dissemination and use of personal information.
3. JET is mindful and aware of the provisions contained in the **Protection of Personal Information Act No. 4 of 2013** ("the Act").
4. As such, the purpose of this privacy policy is for JET to acknowledge every person's right to privacy and to evidence JET's compliance with the Act.
5. The policy applies to all of JET's dealings with all persons, both natural and juristic, during the course of JET fulfilling its stated objectives and purpose (from time to time) in the educational and related sectors in South Africa.

2 COLLECTION / ACCUMULATION OF PERSONAL INFORMATION

6. In the course of JET fulfilling its objective and purpose, as a consequence thereof we collect and/or accumulate personal data on an ongoing basis. This is done for purposes of conducting research, surveys, planning, monitoring and evaluating primarily in the education and education related fields.
7. JET collects personal information from data subjects which include, without limitation, learners, students, teachers, lecturers, heads of departments, principals, government employees, graduates and the like in the process of carrying out research and projects.
8. In general terms, the personal information collected from data subjects by JET includes, without limitation, names and surnames, telephone and/or cell phone numbers, email addresses, identity numbers and SACE numbers.
9. Personal information is collected by JET in various ways including through field work (either paper based or electronically), by way of telephone surveys or through other electronic means.
10. Personal information is collected by JET in order to carry out research, assess levels of achievement in assessments, determine sampling methodology and draw samples, implement projects and for monitoring and evaluation purposes.
11. The broad purpose of JET collecting this personal information is done with a view to uplifting, improving and facilitating the effective operation of education as a basic human right throughout South Africa.



12. In the interests of transparency and to evidence further compliance with the Act, JET has recorded and implemented a data confidentiality protocol, the contents of which are available on JET's website, www.jet.org.za, titled *JET Education Services Data Confidentiality Protocol*. The terms of such protocol record the basis on which JET collects personal information or data, for what reason and how it is stored.

3 RETENTION

13. In accordance with **Section 14 of the Act**, JET will not retain personal information any longer than is necessary for achieving the purpose for which the information was collected.
14. Records of personal information may be retained by JET for longer periods for historical, statistical or research purposes subject to the safeguards JET already has in place to protect such records against unwarranted disclosure or use.
15. JET will destroy or delete a record of personal information or de-identify same as soon as reasonably practicable after JET is no longer authorised to retain the record in question.
16. JET records that it uses cookies or similar technologies and services. A cookie is a string of information that the JET website stores on a data subject's computer or device and that the data subject's browser provides to the JET website each time the data subject returns. JET uses cookies to help identify and track data subjects (visitors to the JET website) and assess their preferences. Data subjects who do not wish to partake in JET's utilisation of cookies have the option to opt out of same.

4 SECURITY

17. In accordance with **Section 19 of the Act**, JET has taken all reasonable measures to secure the integrity and confidentiality of personal information in its possession or under its control by taking all appropriate, reasonable technical and organisational measures to prevent the loss of or damage to such personal information and also to prevent the unlawful access to or processing of personal information in JET's possession or under its control.
18. The personal information in JET's possession is stored in the Google cloud, based on a company-specific agreement. The information technology department ("IT department") of JET has implemented several policies aimed at securing the integrity of all personal information in JET's possession. JET has implemented firewall policies to secure and protect any personal information in digital form in JET's possession.
19. Encryption has been implemented on a network level.
20. In terms of JET's IT operations policy, its data management facilities co-ordinate the back-up and disaster recovery plans for JET on a continual basis. The security management protocols in place at JET are contained in this IT operations policy.
21. In terms of JET's technology standards policy, personal information in the possession of JET is protected and managed with the assistance of various technologies related to JET's databases and data warehousing, file formats, data interfaces and the like.



22. In terms of the JET IT security policy, access to JET's IT systems and, in particular, its personal information is well protected and carefully managed. The IT security policy is also available on the jet website at www.jet.org.za.

5 PERSONAL INFORMATION OF MINORS / CHILDREN

23. In accordance with **Sections 34 and 35 of the Act**, JET does not process personal information concerning any child unless JET has obtained the prior consent of a competent person.
24. JET records that in terms of **Section 1 of the Act** a competent person is any person legally competent to consent to any action or decision being taken in respect of any matter concerning a child.

6 DATA SUBJECT'S RIGHTS

25. You have the right to refuse divulging personal information to JET which you can do by opting out of any request for the same at any point in time.
26. Should you have provided your consent to JET for it to take and hold your personal information previously, you have the right to withdraw that consent and insist on the return or destruction of any such personal information under JET's control or in its possession at any time.
27. Please note that in all assessments conducted by JET every effort is made to comply with each and every law or ethical standard which may be relevant. As such JET complies with the dictates of the Health Professions Council of South Africa when applicable and with the terms of the Children's Act No 38 of 2005 as amended whenever children are involved.

7 INFORMATION OFFICER

28. In terms of **Section 55 of the Act** JET records that its information officer is Maureen Mosselson, mmosselson@jet.org.za.

8 GENERAL

29. In the event of any personal information in JET's possession becoming obsolete or same no longer being needed by JET, it will be deleted, destroyed or de-identified in total.
30. In the event of JET needing to disclose personal information to third parties in the furtherance of its aforesaid objectives, JET will enter into an agreement with such third party, which agreement will include contractual protections compelling the third party in question not to divulge such personal information or act in contravention to the Act.
31. For the purposes of the prevention or detection of offenses and/or the apprehension or prosecution of offenders, JET may share any information obtained or collected with the South African Police Services or other public or private sector agencies or representative bodies in accordance with the relevant legislation.
32. This policy will be reviewed every two years or as necessary.

