



25 JULY 2020

To whom it may concern

Menlobond NPC & POPIA

Definitions:

“data subject” means the person to whom personal information relates (for purposes of Alumni, the data subject will in most cases be a past pupil or in the case of supporters it is typically parents, sponsors etc.)

“operator” means a person who processes personal information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party. This is Menlobond NPC as the legal entity.

“Responsible party” means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information. This is the body under which your Alumni is administered and controlled. Typically, this is a separate entity, but could also be the school or a trust etc.

In terms of the act, Menlobond NPC acts as the operator that collects and stores personal information of our school, Die Hoërskool Menlopark’s, alumni and supporters for purposes of school related matters only e.g. school reunions, school sports, cultural and social events, school fundraisers and more.

We are actively pursuing research on POPIA and are committed to ensure that we can do everything in our power to assist our clients to become POPI compliant. This includes, but is not limited to:

- Menlobond NPC has no right to use your data in any way other than to perform the underlying functionalities of the company as stipulated in our constitution.
- Whenever the data is shared with third parties like data management services, bulk email en sms services etc. we have agreements in place to ensure the privacy of your data.
- Menlobond NPC provides you with Terms & Conditions that your data subjects must accept when interacting with your portal. This allows you to communicate your privacy policies and any other POPI related aspects.
- Menlobond NPC allows the data subject to set the own communication preferences (consent) and subscribe to the topics for communication and all e-mails are sent out with a link to allow the data subject to make changes to their preferences in the Alumnet Communication portal.

- We have internal procedures in place to destroy records on the databases if registered users of the database portal request to be removed from the database or in case of death
- We store your data in a secure and reputable hosting environment.
- We do continuous research and implement best practices with regards to security and will make ongoing changes to better safeguard your data.

Going forward, guidance issued by the Information Regulator and interpretations of POPIA's provisions by South African courts may result in more clarity in relation to practicalities in relation to the operator – responsible party relationship.

Please do not hesitate to contact us for any further queries.



Konrad Fleischhauer

Chairman