

SABJE PRIVACY POLICY



As at June 2021 / Version 1.0

We respect your privacy. Callouts like this are a summary of our privacy policy and contain the most important and relevant points for you. Please read the full privacy policy because it applies to you

Introduction

Welcome to our privacy policy. We are the South African Board of Jewish Education (SABJE) Reg no. NPO 004-091 PBO (reg no. 930004086) and this is our plan of action when it comes to protecting your privacy. We respect your privacy and take the protection of personal information very seriously. The purpose of this policy is to describe the way we collect, store, use, and protect information that can be associated with you or another specific natural or juristic person and can be used to identify you or that person (**personal information**)

The purpose of this policy is to describe the way that we handle your personal information.

Audience

This policy applies to you if you are:

- A visitor to our website; or
- A current, past student or parent of any school under SABJE umbrella
- A potential student or parent who has requested the services we provide
- A donor

This policy applies to you under certain circumstances.

Personal Information

Personal information includes:

- Certain information that we collect automatically when you visit our website;
- Certain information collected on registration (see below);
- Certain information collected on submission; and
- Optional information that you provide to us voluntarily (see below);

But excludes:

- Information that has been made anonymous so that it does not identify a specific person;
- Permanently de-identified information that does not relate or cannot be traced back to you specifically;
- Non-personal statistical information collected and compiled by us; and
- Information that you have provided voluntarily in an open, public environment or forum including any blog, chat room, community , classifieds, or discussion board (because the information has been disclosed in a public forum, it is no longer confidential and does not constitute personal information subject to protection under this policy).

Personal information includes information we collect (i) automatically when you visit our website, (ii) on registration, (iii) on submission, and (iv) from you voluntarily. It excludes (i) anonymous, (ii) de-identified, (iii) non- personal statistical, and (iv) public information.

Common Examples

Common examples of the types of personal information which we may collect and process include your:

- **Identifying information** – such as your name , date of birth, or identification number of any kind;
- **Contact information**- such as your phone number or email address;
- **Address information**- such as your residential or postal address; or
- **Demographic information**- such as your gender or marital status.

Sensitive personal information

Depending on what you require, we may also collect sensitive personal information including your:

- **Financial information**- such as your bank account details;
- **Sensitive demographic information**- such as your race or ethnicity;
- **Medical information** – such as information about your physical or mental health;
- **Criminal information**- such as information about your commission or alleged commission of any offence or about an related legal proceedings;
- **Employment information** – including your membership of a trade union; and
- **Beliefs**- including your political or religious beliefs.

Acceptance

Acceptance required

You must accept all the terms of this policy when you request our services. If you do not agree with anything in this policy, then you may not request our services .

You may not request our services if you do not accept this policy.

Deemed acceptance

By accepting this policy, you are deemed to have read, understood, accepted , and agreed to be bound by all of its terms.

Your obligations

You may only send us your own personal information or the information of another data subject where you have their permission to do so.

Changes

We may change the terms of this policy at any time by updating this web page. We will notify you of any changes by placing a notice in a prominent place on the website or by sending you an email detailing the changes that we have made and indicating the date that they were last updated. If you do not agree with the changes, then you must stop using this website and our services. If you continue to use the website following notification of a change to the terms, the changed terms will apply to you and you will be deemed to have accepted those updated terms.

Collection

On registration

Once you register on our website, you will no longer be anonymous to us. You will provide us with certain personal information when you register on our website.

This personal information will include:

- Your name and surname;
- Your email address;
- Your telephone number;
- Your company name, company registration number , and VAT number;
- Your postal address or street address; and
- Your user name and password.

We will use this personal information to provide additional services and information to you as we reasonably think appropriate, and for any other purposes set out in this policy.

We collect certain information on registration, when you register on our website.

On order or request

When you request services from us, you will be asked to provide us with additional information on a voluntary basis .

We collect certain information when you request our services from us.

From browser

We automatically receive and record internet usage information on our server logs from your browser, such as your Internet Protocol address (**IP address**), browsing habits , click patterns, versions of software installed, system type, screen resolutions, colour capabilities, plug-ins, language settings, cookie preferences, search engine keywords, JavaScript enablement, the content and pages that you access on the website, and the dates and times that you visit the website, paths taken, and time spent on sites and pages within the website (**usage information**) . Please note that other websites visited before entering our website might place personal information within your URL during a visit to it, and we have no control over such websites. Accordingly, a subsequent website that collects URL information may log some personal information.

We collect certain information from your web browser, including your Internet usage information when you visit our website.

Subjects and Categories of records held at SABJE

- Registration forms- parents and students records
- Contracts – Admission
- Attendance Registers
- Some medical information
- Correspondence
- Minutes of meetings
- Employee records
- Employment Contracts
- General Correspondence
- Industrial and Labour Relations Records
- Information relating to Health and Safety Regulations
- Performance Appraisals

- Personnel Guidelines, Policies and Procedures
- Remuneration Records and Policies
- Staff Recruitment Policies
- Statutory Records
- Training Records
- School Reports
- Contracts
- Marketing Records
- Annual Financial Statements
- Asset register
- Budgets
- Financial Transactions
- Insurance Information
- Management Accounts
- Purchase and Order Information
- Tax Records (company and employee)
- IT Policies and Procedures

Subjects and Categories of Personal Records Held at

- Identity Numbers
- Dates of Birth
- Telephone Numbers
- eMails
- Addresses
- Banking Details
- Bank Account Numbers
- Car Registration
- Medical Aid Details
- Next of Kin Details
- Dependant Details

Employee Information Received by SABJE

This needs to be updated, - here are some things can think of but would imagine you know additional

- C.V
- Professional qualifications

- Tax information
- Account information
- Disciplinary information
- Medical details
- Copy of ID / Passport
- Residential information
- Court orders (eg Maintenance or divorce)
- Garnishee orders

Cookie Notice

Our online platform and mobile app use cookies. Insofar as those cookies are not strictly necessary for the provision of our online platform, mobile app (Edana / parent portal) and services , we will ask you to consent to our use of cookies when you first visit our online platform or install and open our mobile app.

About Cookies

We may place small text files called “cookies” on your device when you visit our website. These files do not contain personal information but do contain a personal identifier allowing us to associate your personal information with a certain device. A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. These files serve a number of useful purposes for you, including:

- tailoring our website’s functionality to you personally by letting us remember your preferences;
- improving how our website performs;
- allowing third parties to provide services to our website; and
- helping us deliver targeted advertising where appropriate in compliance with the applicable laws.

Your internet browser generally accepts cookies automatically , but you can often change this setting to stop accepting them. You can also delete cookies manually. However , no longer accepting cookies or deleting them will prevent you from accessing certain aspects of our website where cookies are necessary. Many websites use cookies and you can find out more about them at www.allaboutcookies.org

We collect certain information from cookies that we may send to your computer to try and give you a personalized experience.

Cookies may be either “persistent” cookies or “session” cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date , unless deleted by the user before the expiry date; a session cookie on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies

Why we use Cookies

We use cookies for the following purposes:

- Authentication- we use cookies to identify you when you visit our online platform and as you navigate our online platform;
- Status- we use cookies to help us to determine if you are logged into our online platform:
- Personalisation- we use cookies to store information about your preferences and to personalize our online platform for you;
- Analysis – we use cookies to help us to analyse the use and performance of our online platform and services.
- Accuracy-we use cookies to help us ensure our records are complete and up to date .

The information which we may passively collect from your device may include your identifying information, contact details, device and device event information, site activity information, log information, telephone

log information, location information, unique application numbers and any other information which you may permit us, from time to time, to passively collect from your device.

The names of these cookies change from time to time and sometimes session to session. If you have a query about a specific cookie, please contact us with the name and value of the cookie so that we can identify its purpose.

Third party cookies

Some of our business partners use their own cookies or widgets on our website. We have no access to or control over them. Information collected by any of those cookies or widgets is governed by the privacy policy of the company that created it, and not by us.

Cookies used by our Service Providers

Our service providers use cookies and those cookies may be stored on your computer when you visit our online platform.

The names of these cookies change from time to time and sometimes from session to session. If you have a query about a specific cookie, please contact us with the name and value of the cookie so that we can identify its purpose.

Any questions? Please contact Anthony Glazer by email :
glazeran@sabje.co.za

Managing Cookies

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version.

Web beacons

Our website may contain electronic image requests (called a **single-pixel gif** or **web beacon** request) that allow us to count page views and to access cookies. Any electronic image viewed as part of a web page (including an ad banner) can act as a web beacon. Our web beacons do

not collect, gather, monitor or share any of your personal information. We merely use them to compile anonymous information about our website.

Enquiries

If you have any questions or concerns arising from this privacy policy or the way in which we handle personal information, please contact our Information Officer Anthony Glazer on glazeran@sabje.co.za.



South African Board of Jewish Education

ועד החינוך היהודי בדרום אפריקה