

LAPTOP & TABLET TRAINING FOR *Kids* Age 2 - 13



NOTIFICATION TO DATA SUBJECT WHEN COLLECTING PERSONAL INFORMATION

[As per section 18 of the Protection of Personal Information Act, 4 of 2013 (POPIA)]

INFORMED CONSENT NOTICE

This informed consent notice will apply to the following parties:

Stimu-Zone including Trade partners, wholly owned Subsidiaries and all of its divisions.

AND

Stimu-Zone EMPLOYEES, and / or ANY OTHER PERSON including without detracting from the generality thereof, any juristic or natural person, full time, fixed term, part time and temporary **Stimu-Zone** employees, prospective **Stimu-Zone** employees, employment candidates, bursary and study recipients, **Stimu-Zone** service providers, **Stimu-Zone** Operators, **Stimu-Zone** consumers and customers, governmental, provincial and municipal agencies or entities, regulators, persons making enquiries and / or other third parties, including all associated, related and /or family members of such Data Subjects or any person who may be acting on behalf of /or in a representative capacity in respect of the DATA Subject, and from whom **Stimu-Zone** receives Personal Information,

Herein referred to as "DATA SUBJECT"



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REQUIREMENTS SET OUT TO ENSURE LIMITATIONS TO PROCESSING PERSONAL INFORMATION

[As per the Protection of Personal Information Act, 4 of 2013 (POPIA)]

These requirements have been set in place to ensure that the responsible party collects, use, transfer, retains or destroys personal information in accordance with POPIA.

To ensure compliance with POPIA **Stimu-Zone will from time-to-time process the personal information of the data subject under the following circumstances:**

- When necessary to carry out actions for the conclusion or performance of a contract to which the Data Subject is a party; or
- When required and complies with an obligation imposed by law on either the Data Subject or the Responsible Party; or
- When necessary to protect the legitimate interest (s) of the Data Subject or the Responsible Party; or
- When necessary for the proper performance of a public law duty by a public body; or
- When necessary for pursuing the Data Subject or the Responsible Party's legitimate interests, or that of a third party to whom the Personal Information is supplied, or
- When all processing of a Data Subject's Personal Information must be done with the Data Subject's permission, or
- When the data subject or a competent person where the data subject is a child consents to the processing.



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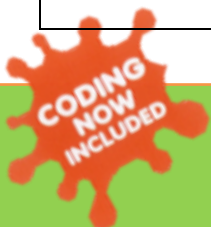
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1. DEFINITIONS

In order to understand the implications of this document and the objectives of POPIA the reader is to take note of the following explanatory notes and POPIA definitions which will be used throughout this document and which may be used in the interpretation of this document:

WORD	MEANING	COMPANY APPLICATION
“biometrics”	means a technique of personal identification that is based on physical, physiological or behavioural characterisation including blood typing, fingerprinting, DNA analysis, retinal scanning and voice recognition;	Stimu-Zone may from time to time make use of your / the Data Subject’s Biometrics for security access control and related identification procedures
“child”	means a natural person under the age of 18 years who is not legally competent, without the assistance of a competent person, to take any action or decision in respect of any matter concerning him- or herself;	Stimu-Zone will from time to time have to process Personal Information of a child who may belong to you/ a Data Subject, for amongst other reasons services, employment and benefit related purposes, which use will require the competent person’s consent as defined below.
“code of conduct”	means a code of conduct issued in terms of Chapter 7 as referred to in The Protection of Personal Information Act 4 of 2013;	Stimu-Zone will from time to time as far as reasonably possible assist where required, to develop an industry related code of conduct.
“competent person”	means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child;	All Personal Information of a child will be subject to this Informed Consent Notice and when/by providing Stimu-Zone with the personal information of a child, you / the competent person gives us, Stimu-Zone your / the



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		competent person's implied consent to use the child's Personal Information in accordance with this Informed Consent Notice.
"consent"	means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of personal information;	All Personal Information which you / the Data Subject provides to Stimu-Zone will be subject to this Informed Consent Notice and when / by providing Stimu-Zone with your / the Data Subject's Personal Information, you / the Data Subject gives us, Stimu-Zone your / the Data Subject's consent to use your / the Data Subject's Personal Information in accordance with this Informed Consent Notice.
"data subject"	means the person to whom personal information relates;	A Data Subject will include you / the Data Subject, the reader of this notice who will be providing Stimu-Zone with your / or your business's / the Data Subject's Personal Information and which you and your business, / the Data Subject by virtue of you / the Data Subject providing such Personal Information to Stimu-Zone , give Stimu-Zone the required consent to use the Personal Information, in accordance with this Informed Consent Notice.
"de-identify",	in relation to personal information of a data subject, means to delete any information that— (a) identifies the data subject; (b) can be used or manipulated by a reasonably foreseeable method to identify the data subject; or	Stimu-Zone will exercise the relevant policies and procedure to ensure that all Personal Information of yourself / the Data subject is sufficiently de-identified.



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	(c) can be linked by a reasonably foreseeable method to other information that identifies the data subject, and “de-identified” has a corresponding meaning;	
“direct marketing”	<p>means to approach a data subject, either in person or by mail or electronic communication, for the direct or indirect purpose of</p> <p>(a) promoting or offering to supply, in the ordinary course of business, any goods or services to the data subject;</p> <p>or</p> <p>(b) requesting the data subject to make a donation of any kind for any reason;</p>	<p>Stimu-Zone will follow the marketing process set out that includes a opt in procedure or Section 18 consent by Data subject.</p>
“electronic communication”	<p>means any text, voice, sound or image message sent over an electronic communications network which is stored in the network or in the recipient’s terminal equipment until it is collected by the recipient;</p>	<p>Stimu-Zone will ensure that all Personal Information sent via electronic communication will be where reasonably possible be protected by an end-to-end encryption.</p>
“operator”	<p>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;</p>	<p>Stimu-Zone will, in order to pursue and protect its legitimate interests and in many cases to protect you/ the Data Subject, will under a written contract ask Operators to process certain categories of your/ the Data Subject’s Personal Information on its behalf including without detracting from the generality thereof, advertising agencies, PR agencies, Payroll</p>



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		<p>service providers, Core Benefits Providers, Medical Aid/Cover providers, Retirement Funding Providers, Auditors, Legal Practitioners, and Government and Provincial Departments (e.g. Department of Labour).</p>
<p>“personal information”</p>	<p>means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—</p> <ul style="list-style-type: none"> (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person; (b) information relating to the education or the medical, financial, criminal or employment history of the person; (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; (d) the biometric information of the person; 	<p>Stimu-Zone will, in order to pursue and protect its legitimate interests and in all cases to protect you/ the Data Subject, will comply with all conditions to ensure the security, confidentiality and integrity of your/Data subject's Personal Information.</p>



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	<p>(e) the personal opinions, views or preferences of the person; f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;</p> <p>(g) the views or opinions of another individual about the person; and</p> <p>(h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;</p>	
<p>“processing”</p>	<p>means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—</p> <p>(a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;</p> <p>(b) dissemination by means of transmission, distribution or making available in any other form; or</p> <p>(c) merging, linking, as well as restriction, degradation, erasure or destruction of information;</p>	<p>Stimu-Zone and its Operators will from time to time process Personal Information pertaining to you/ a Data Subject for business, marketing, promotional, investigations, security, employment, and contractual purposes.</p>



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<p>“professional legal adviser”</p>	<p>means any legally qualified person, whether in private practice or not, who lawfully provides a client, at his or her or its request, with independent, confidential legal advice;</p>	<p>Stimu-Zone makes use of a professional legal adviser to ensure true and complete compliance with the relevant legislations.</p>
<p>“Promotion of Access to Information Act”</p>	<p>means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);</p>	<p>Stimu-Zone has taken reasonable steps to ensure compliance with the PAIA legislation as required by the POPIA.</p>
<p>“record”</p>	<p>means any recorded information:</p> <ul style="list-style-type: none"> (a) regardless of form or medium, including any of the following: <ul style="list-style-type: none"> (i) Writing on any material; (ii) information produced, recorded or stored by means of any tape-recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, recorded or stored; (iii) label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means; (iv) book, map, plan, graph or drawing; (v) photograph, film, negative, 	<p>Stimu-Zone and its Operators will from time to time keep record of Personal Information pertaining to you/ Data Subject for business, marketing, promotional, investigations, security, employment, and contractual purposes.</p>



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	<p>tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;</p> <p>(b) in the possession or under the control of a responsible party;</p> <p>(c) whether or not it was created by a responsible party; and</p> <p>(d) regardless of when it came into existence;</p>	
<p>“Regulator”</p>	<p>means the Information Regulator established in terms of section 39 as referred to in The Protection of Personal Information Act 4 of 2013;</p>	<p>Stimu-Zone will assist the Regulator in its relevant duties as needed from time to time.</p>
<p>“responsible party”</p>	<p>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;</p>	<p>As per Stimu-Zone it includes without detracting from the generality thereof, its directors, management, executives, HR practitioners, payroll department, core benefits provider, medical aid department, retirement funding department, internal auditors, legal practitioner and compliance officers, company secretary, and all other employees and Operators who need to process a Data Subject/your Personal Information for business purposes.</p>



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<p>“special personal information”</p>	<p>means personal information as referred to in section 26 of The Protection of Personal Information Act 4 of 2013;</p>	<p>Stimu-Zone and its Operators will from time to time process Special Personal Information pertaining to you / Data Subject for business, security, employment, and contractual purposes</p>
<p>“unique identifier”</p>	<p>means any identifier that is assigned to a data subject and is used by a responsible party for the purposes of the operations of that responsible party and that uniquely identifies that data subject in relation to that responsible party.</p>	<p>Stimu-Zone and its Operators will from time to time make use of unique identifiers for business, security and employment purposes.</p>

2. APPLICATION

2.1. This document applies to **Stimu-Zone** and relevant data subject as to the personal information which may and/ or will be processed by **Stimu-Zone** and/or any of its operators as set out by **Stimu-Zone**.

3. WHEN YOU WITHHOLD CONSENT

3.1. By refusing to allow **Stimu-Zone** to process your personal information as per the purpose indicated herein **Stimu-Zone** will be unable to provide you with a product, service, agreement or enter into any relationship with you as data subject.



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4. RIGHT TO COMPLAIN

- 4.1. To ensure that we protect your right to privacy you need to assist us to issue a complaint to **Stimu-Zone** information officer if at any point you are unhappy with any part of our procedures. After **Stimu-Zone** receives your complaint a hold will be placed on processing your personal information until the complaint has been resolved. If you as data subject is still unhappy after complaint has been resolved you can contact the information regulator and lodge a complaint.

5. ACCURACY OF INFORMATION

- 5.1. According to the POPIA all personal information needs to be complete, accurate and up-to-date. **Stimu-Zone** will do everything reasonably possible to ensure that your/data subject personal information is complete, accurate and up-to-date. **Stimu-Zone** will rely on you/data subject to inform us of any changes to your/data subject personal information.

6. ACCESS TO THE INFORMATION BY THE DATA SUBJECT

- 6.1. **Stimu-Zone** holds your/data subject personal information and you as data subject has the right to access this personal information. You/Data subject can also request the purpose the information was collected for. You/Data subject will be required to follow the procedure set out by our standard Section 51 **Stimu-Zone** PAIA process. This process can be downloaded by visiting our website at www.stimuzone.co.za.

7. TYPE OF INFORMATION PROCESSED

- 7.1. Identity information (for example first name, last name, title, date of birth, and other identifiable information that you may have provided at some time);
- 7.2. Contact information (for example billing address, delivery address, email address, telephone numbers and any other information you have given to us for the purpose of communication or meeting);
- 7.3. Financial information (for example includes information such as your bank account and payment card details);



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- 7.4. Transaction information (for example includes details about payments or communications to and from you and information about the products and services you have purchased from us);
- 7.5. Technical information (for example your internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website).

8. PURPOSE FOR PROCESSING INFORMATION

8.1. To achieve the business objectives **Stimu-Zone** will have to process your personal information for the following reasons:

- 8.1.1. As to the legal obligation imposed by law these relevant legislations may require **Stimu-Zone** to process your/data subject personal information.
- 8.1.2. **Stimu-Zone** may need to provide your/data subjects personal information if required by law to any credit bureau or credit provider or credit associate as to your/datasubject credit record and this can include any judgements and default history.
- 8.1.3. **Stimu-Zone** may require to improve or uphold **Stimu-Zone** product or services and to achieve this they will need to monitor and analyse the relevant activities by using your/data subject personal information.
- 8.1.4. **Stimu-Zone** may require to merge, acquisition or sell its assets and your/datasubject personal information may be transferred to a third party as to the evaluation and due diligent processes in conclusion of relevant transaction.
- 8.1.5. **Stimu-Zone** may require to use your/data subject personal information to contact you to attend to your requests and enquiries.
- 8.1.6. **Stimu-Zone** may need to provide you/data subject with information of its directors, employees, services and goods or other business-related information. It will be your/data subject responsibility to notify **Stimu-Zone** of the decline of this opportunity by contacting **Stimu-Zone** Information Officer at the contact details provided at the end of this document.



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- 8.1.7. **Stimu-Zone** may require to do research, data analysis, product development and reviews. To achieve this **Stimu-Zone** will need to use your/data subject personal information.
- 8.1.8. **Stimu-Zone** may require to use your/data subject personal information to protect your/data subject legitimate interests, or the legitimate interests of a third party that received the personal information
- 8.1.9. **Stimu-Zone** may need to process your personal information for the conclusion and/or performance of a contract as concluded between you/data subject and **Stimu-Zone**.
- 8.1.10. **Stimu-Zone** may process the personal information of a minor subject to the consent provided herein by competent person for the conclusion and/or performance of a contract.
- 8.1.11. **Stimu-Zone** may require to implement operational activities within **Stimu-Zone** with regards to management of employees, employee wellness programmes, the performance of all required HR and IR functions, call centres, customer care lines and enquiries, attending to all financial matters including budgeting, planning, invoicing, facilitating and making payments, making deliveries, sending receipts, and generally providing commercial support, where needed, requested or required;
- 8.1.12. **Stimu-Zone** may require to monitor and assess activities of **Stimu-Zone** by using your/data subject personal information to prevent fraud and abuse. This may include investigations performed within **Stimu-Zone** or disciplinary procedures, enquiries and/or hearings.
- 8.2. **Stimu-Zone** strives to achieve all the required business strategies and objectives but to do this **Stimu-Zone** may need to use your/data subject personal information and you/data subject agree that **Stimu-Zone** may use my/data subject personal information for these purposes.
- 8.3. **Stimu-Zone** confirms that they will only use your/data subject personal information for the purposes mentioned above and if **Stimu-Zone** requires to use your/data subject personal information for a purpose other than the purpose stated above **Stimu-Zone** will acquire your/data subject prior permission.



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9. STORAGE, RETENTION AND DESTRUCTION OF INFORMATION

- 9.1. **Stimu-Zone** has a central data base where your/data subject personal information will be stored. **Stimu-Zone** will have access to this data base and this data base will be used for operational purposes. The access to this database will be strictly need to know and your/data subject personal information may in required situations be stored in hard copy in a secure location.
- 9.2. **Stimu-Zone** will monitor and manage the security and safety of your/data subject personal information on a regular basis and all relevant audits will be done where required.
- 9.3. **Stimu-Zone** will store your/data subject personal information for as long as it is required and the purpose the personal information was collected for has lapsed. The relevant destruction procedures will then be followed as per **Stimu-Zone** destruction policy. As a general rule **Stimu-Zone** will only store your/data subject personal information for 7 years as required by the Companies Act, 71 of 2008 or as long as required by other relevant laws applicable in South Africa.

10. ACCESS BY OTHERS AND CROSS BORDER TRANSFER

- 10.1. **Stimu-Zone** will conclude a relevant agreement with all subsidiaries, joint venture companies, client companies and entities, and or approved product or third-party service providers, regulators and or governmental officials, overseas service providers and related companies or agents to whom your/data subject personal information is shared. This will in turn bind these parties to a contract to ensure that strict confidentiality and security protocols have been implemented as required by the POPIA.
- 10.2. **Stimu-Zone** may from time to time require to transfer your/data subject personal information to a third party in a country outside of South Africa. In these circumstances **Stimu-Zone** will only transfer your/data subject personal information if the third party situated outside of South Africa has similar data privacy laws in place or if this is not the case an agreement must be in place to ensure that strict confidentiality and security protocols have been implemented as required by the POPIA.



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11. AMENDMENTS AND BINDING ON SUCCESSORS IN TITLE

11.1. This Informed Consent Notice can be amended from time to time by **Stimu-Zone**.

11.2. It will be your/data subject responsibility to ensure that you check regularly on **Stimu-Zone** website to stay up to date with any changes or amendments made to the Informed Consent Notice.

11.3. **Stimu-Zone** may require to sell or transfer the business. In this case all the rights and/or obligations of the parties relevant to the informed consent notice will still be binding.

12. DECLARATION BY YOU/DATA SUBJECT

12.1. I/The data subject confirms that all the personal information provided is true, not misleading and correct. Where relevant changes occur I/the data subject confirm that I/the data subject will contact **Stimu-Zone** or relevant Operator to inform them of any changes that might have occurred.

12.2. I/The data subject confirm that I/the data subject has read and understood the purposes for which my/data subject personal information will be used and hereby provide **Stimu-Zone** with my/data subject consent to process and further process my /data subject personal information as and where required.

12.3. I/The data subject confirm that I/the data subject is duly authorised to provide the relevant consent on behalf of aforementioned legal entity to process and further process the personal information as and where required

12.4. I/competent person and/or legal guardian provide **Stimu-Zone** with the required permission to process, retain and further process the personal information as and where required of my dependents and/or beneficiaries that are under the required age.



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For further information contact:

STIMU-ZONE INFORMATION OFFICER:



Contact Information:

Michelle Daniel

074 192 4239

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