

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



PRIVACY STATEMENT

DATE LAST UPDATED: 30-Jun-2021
STIMU-ZONE



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Privacy statement of Stimu-Zone.

Stimu-Zone collect through this website, associated websites, mobile sites, mobile applications and other channels as private and confidential.

1. MISSION STATEMENT

We here at **Stimu-Zone** take Protection of your Personal Information Seriously and regard it as a priority.

We ensure that the rights of the data subject regarding the Protection of Personal Information Act, 2013 (POPIA) and SA Constitution is protected.

2. APPLICATION

This Privacy Statement will be to inform the data subject of the processing of personal information by **Stimu-Zone** and/or any of its operators that applies to the relevant processes involved in the processing of the data subject's personal information.

3. WHAT IS PERSONAL INFORMATION?

There are different categories of personal information. This including but is not limited to race, sex, health, your name, biometrics, skills, Id number, address, location, contact information, account details, employment information, activities, educational achievements and information of your dependents.

4. WHAT IS PROCESSING?

The processing of personal information refers to our information cycle of collection, storage, use, combination, verifying, further processing and sharing of personal information.



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5. YOUR LEGAL RIGHTS IN RELATION TO YOUR PERSONAL DATA

Your right to personal information may include the right to:

- Request access to your personal information under the Promotion of Access to Information Act 2 of 2000 ("PAIA"). Fees to obtain a copy or a description of personal information held about you are prescribed in terms of PAIA. Confirmation of whether or not we hold personal information about you may be requested free of charge. If you would like to obtain a copy of your personal information held by **Stimu-Zone**, please review our PAIA Manual on our website.
- Request more information on why and how we process and use your personal information.
- Amend or correct your personal information provided.
- Request that your personal information be de-identified under the following circumstances:
 - Consent has been provided as legal ground to process your personal information where after this consent has been withdrawn and there is no other legal ground on which we can process your personal information;
 - The purpose the personal information was collected for is no longer relevant;
 - The legitimate interest as basis for processing your personal information by us or a third party has been objected to and we or the third party may not process your personal information under any other legitimate grounds;
 - Processing of your personal information for purpose of direct marketing has been objected to;
 - Any unlawful processing of your personal information; or
 - All legal obligation requiring the de-identification of your personal information.
- Request that your personal information not be processed and that you object to the processing of your personal information by us or any third party.
- Request that the processing of your personal information be limited in the following circumstances:
 - As to ensure the credibility and accuracy of your personal information;
 - As to unlawful processing of your personal information as an alternative to de-identifying your personal information;
 - Where you might require your personal information to be retained after purpose for processing is no longer relevant and this personal information is required for legal proceedings; or
 - Any period allowing us to determine if the legitimate basis we rely on will supersede your legitimate interest as to your objection to process your personal information for the legitimate basis determined by us.



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6. USE OF YOUR PERSONAL INFORMATION

Stimu-Zone continuously and for the foreseeable future will collect and process Personal Information of the designated Data Subjects for business and related operational interests. This may include but is not limited to:

- concluding contracts and business transactions;
- for the detection and prevention of fraud, crime, money laundering or other malpractice;
- assessing and processing queries, enquiries, complaints, and / or claims;
- conducting market or customer satisfaction research;
- confirming, verifying and updating persons details;
- promotional, marketing and direct marketing purposes;
- financial, audit and record keeping purposes;
- in connection with legal proceedings;
- recruitment and employment purposes;
- providing services to clients to carry out the services requested and to maintain and constantly improve the relationship;
- conducting criminal reference checks and / or conducting credit reference searches or verification;
- for risk assessments, insurance and underwriting purposes;
- communicating with employees, third parties, customers, suppliers and / or governmental officials and regulatory agencies; and
- for purposes of personnel and other claims history;
- in connection with and to comply with legal and regulatory requirements or when it is otherwise required or allowed by law.

Without your personal information, we may not be able to provide or continue to provide you with the products and/or services that you need.

For more information, please read through our INFORMED CONSENT NOTICE.



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7. WHO IS RESPONSIBLE FOR YOUR PERSONAL INFORMATION

The responsibility of processing your personal information in accordance with this Privacy Statement, Privacy Policy and Informed Consent Notice rests on the Information officer of **Stimu-Zone** whose details can be obtained at the end of this Privacy Statement.

8. SECURITY

All **Stimu-Zone** employees and where applicable, Operators and persons acting on behalf of **Stimu-Zone** must before processing Personal Information, ensure that the record housing the Personal Information will be kept secure and that appropriate measures and safeguards as per this Privacy Statement, Privacy Policy and Informed Consent Notice are in place to prevent any unauthorized access, disclosure and / or loss of such Personal Information.

9. CAN WE RETAIN YOUR INFORMATION

We retain your personal information in relation to our retention policy that is governed by relevant legal requirements. Please refer to your rights with regards to the retention of your personal information mentioned above.

10. YOUR CONSENT

We will be able to lawfully process your personal information by way of consent provided by you to **Stimu-Zone** by agreeing that you have read and understood the Privacy Statement with reference to the INFORMED CONSENT NOTICE AND PRIVACY POLICY.

11. OUR USE OF TECHNOLOGY TO FOLLOW YOUR USE OF OUR WEBSITE

Certain personal information is automatically processed when you use our website or mobile applications. This is used to ensure that we monitor the areas of our website/applications that require attention to increase the value and ease of use of the website/applications. We do not monitor the behavior of other websites not affiliated with **Stimu-Zone** or any other online behavior that is not associated with **Stimu-Zone**.



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12. SOCIAL PLUGINS

We may use social plugins from time to time this includes **Facebook and Instagram**.

Please understand that we have no control over these social media platforms and will not be held responsible or liable for any processing or use of your personal information provided via these social plugins. More information about the processes and procedures relating to your personal information provided via these social plugins can be found on their data protection statements, policies or website.

13. LINKS TO OTHER WEBSITES

To ensure that we provide the best product and/or service we may from time-to-time link other websites to our website. **Stimu-Zone** does the best reasonably possible to assess the linked website to ensure that required privacy standards are met but we will not be held responsible for their processes and procedures regarding your personal information provided. Please ensure that you read and understand their privacy statements located on their websites.

14. MARKETING

This will include communication regarding products and/or services of **Stimu-Zone**. In circumstances where we require your consent to send you marketing material, we will obtain this consent by using an opt in process or by you agreeing to the INFORMED CONSENT NOTICE.

Your information regarding marketing purposes will be retained until you have unsubscribed. When you have unsubscribed, we will be required to retain limited personal information to ensure that your opt out request can be honoured.

Note that **Stimu-Zone** will not sell your personal information for marketing purposes to other non-**Stimu-Zone** organisations.

Please follow the unsubscribe process provided in relevant communication to you if you would no longer require **Stimu-Zone** to send you relevant communication or if you would only want certain communication, please be very specific in your request to unsubscribe.



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15. CAN WE SHARE YOUR PERSONAL INFORMATION

We may from time to time share your personal information with:

- Agents, third parties and/or subcontractors who will process your personal information in South Africa or outside South Africa in accordance with our procedure mentioned below on how we handle information globally;
- Any of our business partners that provides a product or services on our behalf;
- The service providers that we have selected to perform services on our behalf.

We may disclose your personal information to a third party if it is permitted by applicable laws and includes:

- The use of any available application to monitor and assess **Stimu-Zone** products and/or services. This will also apply to risks set by applicable laws;
- The use of information provided to assess your interests and send you information on products or services, unless you have objected to receiving this information;
- The use of information provided to assess your needs to provide you with a better product or service.
- The use and collection of information required by applicable laws;
- The monitoring and detecting of possible fraud activities or any unlawful activities;
- When marketing activities are active as mentioned above;
- Reporting to any regulator or supervisory authority, including those in foreign jurisdictions, if required to do so in terms of Applicable Laws.

Where any **Stimu-Zone** employee requires a **Stimu-Zone** service provider, contractor and/or agents (Operator) to process Personal Information for or on behalf of **Stimu-Zone**, such employee shall ensure that prior to such processing a standard **Stimu-Zone** Operator Agreement is concluded with the Operator in respect of such processing.

16. WE DO NOT SHARE YOUR PERSONAL INFORMATION OTHER THAN ALREADY MENTIONED WITH ANY THIRD PARTIES, EXCEPT IF:

- We are legally required or permitted to do so;
- We are required to do so for a legal proceeding or future legal proceedings;
- We are selling the business and need to transfer our rights as per agreement with you.

If you object to the disclosure of your personal information to third parties, please contact us at the contact details set out herein. We may, however, not be able to provide products or services to you if such disclosure is necessary.



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17. CAN YOU SHARE INFORMATION OF A THIRD PARTY WITH US?

By sharing personal information of a third party with us you confirm that you have acquired the required permission to do so and they have reviewed this statement including relevant documents and do not have any objections as we process information in accordance to this statement and relevant documents.

18. ANY EMPLOYMENT RELATED PROCESSES

Personal information provided to us when applying for a job may be stored for 3 years in case a need arises to employ someone with your skills. In the case where you were successful in your job application, we may retain the relevant information and any additional information required for employment purposes for 7 years after employment has ended where after your information will then be sufficiently de-identified.

19. HOW DO WE USE YOUR PERSONAL INFORMATION?

- Before any Personal Information is processed, the person processing such information on behalf of **Stimu-Zone** must bring to the Data Subject's attention the provisions housed under **Stimu-Zone** CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE INFORMED CONSENT NOTICE, which is housed on **Stimu-Zone** website, which document amongst others houses the following instructions and details:
 - why the processing of the Data Subject's Personal Information is necessary,
 - what Personal Information is required and the purpose for the requirement;
 - what will be done with the Personal Information;
 - that in order to use the Personal Information, the Data Subject must provide consent for such processing, unless such processing is necessary to carry out actions for the conclusion or performance of a contract to which the Data Subject is a party; or is required and complies with an obligation imposed by law on either the Data Subject or the Responsible Party; or is necessary to protect the legitimate interest (s) of the Data Subject or the Responsible Party; or is necessary for the proper performance of a public law duty by a public body; or is 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;
 - who the Personal Information will be shared with;
 - whether the Personal Information will be sent outside the borders of South Africa and what data security measures are in place to protect the information;



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- what will be done with the Personal Information once the purpose for its collection and use has expired.
- When processing a Data Subjects Personal Information, the person processing such information must ensure that:
 - they only process Personal Information, which is relevant and accurate and only for the purpose for which it is required;
 - Special Personal Information will only be processed in line with the provisions set out under POPIA and in accordance with instructions set out by the Information Officer or relevant Deputy Information Officer from time to time;

20. SPECIAL PERSONAL INFORMATION AND PERSONAL INFORMATION OF CHILDREN

Sensitive personal information: We may from time-to-time process special personal information (for example, government-issued IDs, information related to racial or ethnic origin, political opinions, religion or other beliefs, health, genetic, or biometric data, criminal background or trade union membership) when it is necessary for an obligation imposed by law and/or consent of the data subject has been acquired (via informed consent notice). If you believe that we have mistakenly or unintentionally collected special personal information of yourself through our site without appropriate consent, please notify us by using the complaint process mentioned below.

Personal information of a Child: We may from time-to-time process personal information of children with parental consent acquired (via informed consent notice) and/or for an obligation imposed by law. If you believe that we have mistakenly or unintentionally collected personal information of a minor through our site without appropriate consent, please notify us by using the complaint process mentioned below.

21. WHEN YOU GET IN TOUCH WITH US VIA OUR WEBSITE

We may from time-to-time receive questions, complaints or feedback (such as name, contact details and contents of the communication). The purpose of collecting and processing the limited personal information you provide when submitting such a request is to respond to your requests or to resolve a complaint.



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22. WHEN WE NEED TO HANDLE INFORMATION GLOBALLY

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.

23. COMPLAINING

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.

24. CAN THIS PRIVACY STATEMENT BE AMENDED

This Privacy Statement can be amended from time-to-time by **Stimu-Zone**.

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 Privacy Statement.

25. STIMU-ZONE DETAILS

Contact Information:

Michelle Daniel

074 192 4239

stimuzonepopiacomplaine@gmail.com

Address:

14 St Martin, Harbour Island

Faure Marine Drive

Gordons Bay

www.stimuzone.co.za



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