



PRIVACY STATEMENT

Introduction

The Centre for Proteomics and Genomics Research (CPGR) understands the importance on data security and the need for data protection. We take all reasonable steps to protect the personal information of our users. For the purpose of this clause, "personal information" shall be defined as detailed in the Promotion of Access to Information Act 2 of 2000 (PAIA), and can be download from: [PROMOTION OF ACCESS TO INFORMATION ACT€2 OF 2000 \(Justice.Gov.Za\)](#)

The privacy policy is applicable to all visitors to our website, as well as customers who subscribe to our service offerings and newsletter. The purpose of this policy is to describe the manner in which CPGR collects, stores, uses and protects personal information. The content of this privacy policy is to be read in conjunction with the CPGR's Terms of Service ([CPGR Terms of services \(TOS\)](#)).

Definition of Personal Information:

- Information collected on registration of a project;
- Information collected on registration of a sample;
- Option information voluntarily provided to CPGR

Acceptance of Terms

By accepting the CPGR website, you agree to the terms and conditions of the Privacy Policy, and by extension accepting this policy, you are deemed to have read, understood, and accepted and agreed to be bound by all its terms and conditions. When submitting information via the website, you consent to the collection, use, and disclosure of that information in accordance with this Privacy Policy.

We may send administrative messages, email updates regarding the website and promotional content to you. You have the right to unsubscribe or opt-out of these communications at any time.

You may choose to correct or update the personal information you have submitted to us at any time by giving us written notice thereof, using the email address communicated below.

You may not access our website or use our services if you are younger than 18 years old or do not have legal capacity to do so, and/or to understand our terms and conditions.



Changes to our Privacy Policy

We reserve the right to make changes to the terms of this policy at any time. We will notify you of any changes by placing notice thereof on the website, or via email. If you do not agree to any of the change, you must stop using the services, and send the necessary communication to the below mentioned email. If you continue to use the services following notification of a change to the terms, the changed terms will apply to you and you will be deemed to have accepted said terms.

Collection of Data

Once you have registered on our website, by providing us with your personal information, either through our Newsletter subscription or project registration, you will no longer be anonymous to us.

The personal information will include:

- Name and surname;
- Postal address and postal code;
- Residential address;
- Email address;
- Telephone number;
- Place of employment and designation;

Personal Information may also be collected by electronic means. When you visit our site, we collect certain information through automated means, using technologies such as cookies, web server logs and web beacons. Cookies are small text files that websites send to your computer or other internet-connected devices to uniquely identify your browser or to store information or settings in your browser. Your browser may tell you how to be notified when you receive certain types of cookies and how to restrict or disable certain cookies but without cookies you may not be able to use all of the features of our website.

Our web servers may also log details such as your operating system type, browser type, domain, and other system settings, as well as the language your system uses and the country and time zone in which your device is located. The web server logs may record information such as the address of the web page that linked you to our site and the IP address of the device you used to connect to the internet. To control which web servers collect this information, we may place tags on our web pages called "web beacons." These are computer instructions that link web pages to particular web servers and their cookies.



Disclosure of Personal Information

We do not sell or otherwise disclose any personal information that we collect about you. However, we may share your personal information with:

- Service providers or affiliates who perform services on our behalf based on our instructions (we do not authorize these service providers or affiliates to use or disclose the information except as necessary to perform services on our behalf and not for their own benefit);
- Other third parties if we are compelled to do so by law or in terms of a court order;
- Other third parties with your consent.

Marketing Purposes

We may disclose aggregate statistics (information about the customer population in general terms) about the personal information to advertisers or business partners.

Employees

Employees ("data subjects") shall include, in accordance with the employment context which POPIA protects, all prospect employees such as job applicants, current employees and former employees. Included in this section, the company/organisation shall be referred to the employer ("the responsible party").

In accordance with the Basic Conditions of Employment Act No. 75 of 1997 as amended (BCEA) and other related South African employment laws, the employer reserves the right to request from an employee any personal and special personal information that an employer may require to process an employee database, process payroll information, and conclude employment and/or application agreements and verification checks, amongst others.

The employer may need to disclose personal information to and about our employees that require the personal information to do their jobs and/or verify their jobs.

Safekeeping of such information will be managed by the Human Resources and Financial Units from the start of an employee's engagement with the employer and will be destroyed after three years from the date of termination, unless otherwise agreed to or governed by the Occupational Health and Safety Act (as amended) 85 of 1993 or any other related Acts.



Security of Personal Information

We protect your personal information by using electronic safeguards such as firewalls and data encryption. We maintain appropriate administrative, technical and physical safeguards designed to protect the personal information you provide against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use.

When you enter sensitive information, such as Identity (ID) numbers, names, surnames, physical address, we encrypt the transmission of that information using secure socket layer technology (SSL).

Your name and e-mail address will not be encrypted. We follow generally accepted standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is however, 100% secure. Therefore, we cannot guarantee its absolute security.

If you have any questions about security on our website, you may contact us on the email address listed below.

All CPGR affiliates shall to familiarise him/herself and conform to the Manual relating to Access to Information held by the CPGR (MNL_0001) available on the company Intranet and website.

All CPGR affiliates shall promptly inform the CPGR (via info@cpgr.org.za and/or the Information Regulator (via 010 023 5200 or enquiries@infoeregulator.org.za) of any actual or suspected unauthorised access, use or other abuse of the Personal Information of which he/she becomes aware of.

Retention of personal information

During the period of retention we will abide by the terms and conditions of this Privacy Policy. We will only retain your personal information for as long as it is necessary to fulfill the duties expected of us, unless:

- retention of the record is required or authorised by law; or
- you have consented to the retention of the record.

Google Remarketing

- We use Google AdWords Remarketing to advertise CPGR across the Internet.
- AdWords remarketing will display ads to you based on what parts of the CPGR website you have viewed by placing a cookie on your web browser.



- This cookie does not in any way identify you or give access to your computer or mobile device.
- The cookie is used to indicate to other websites that "This person visited a particular page, so show them ads relating to that page."
- Google AdWords Remarketing allows us to tailor our marketing to better suit your needs and only display ads that are relevant to you.
- If you do not wish to see ads from CPGR you can opt out in several ways:
 - Opt out of Google's use of cookies by visiting Google's Ads Settings.
 - Opt out of a third-party vendor's use of cookies by visiting the Network Advertising Initiative opt-out page.

Personal information transfer outside of South Africa

We will not share or transfer your personal information outside of South Africa, unless specifically requested to do so, by yourself.

Third party limitations

We will not be responsible or give any warranties, nor make any representation in respect of the privacy policies or practices of any third party or third-party websites. Our website may provide links to several other websites for your convenience and information. These websites operate independently from the CPGR and we are not responsible for the content of these sites, privacy policy or any use of the site.

Governing law

This privacy policy is governed by the laws of the Republic of South Africa. Any disputes that may arise out of this privacy policy, jurisdiction resides with the courts of South Africa.

Contact us

Should you have any further questions or concerns about our privacy policy, or should you wish to make changes to your personal information which has been submitted, please contact:

Contact number:

+27 (0) 21 447 5669

Email address:

info@cpgr.org.za