



CPGR

CENTRE FOR PROTEOMIC
& GENOMIC RESEARCH

Centre for Proteomic and Genomic Research (CPGR)
4th and 5th Floors
108 Albert Road
Woodstock
Cape Town
7925

PRIVACY STATEMENT

Introduction

Centre for Proteomic and Genomic Research (CPGR) recognizes the significance of data security and the necessity for data protection. CPGR employ all reasonable measures to safeguard the personal information of our users.

In this context , “personal information” shall be defined as outlined in the Promotion of Access to Information Act 2 of 2000 (PAIA), accessible for download at: [PROMOTION OF ACCESS TO INFORMATION ACT€2 OF 2000 \(Justice.Gov.Za\)](#)

The privacy policy is applicable to all CPGR employees, outsourced contractors, visitors to the website, social media pages, as well as clients subscribing to CPGR’s services. The purpose of this statement is to delineate how CPGR collects, stores, uses, and safeguard personal information. It is essential to read this privacy policy in conjunction with CPGR's Terms of Service ([CPGR Terms of services \(TOS\)](#)).

Definition of Personal Information:

- Information obtained during registration of a Project.
- Information obtained during registration of a Sample.
- Optional information voluntarily provided to CPGR.

Acceptance of Terms

By using CPGR website, you agree to the terms and conditions of the Privacy Policy. By extension, accepting this policy implies that you have read, understood, 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.

CPGR 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.



+27(0) 21 447 5669



info@cpgr.org.za



www.cpgr.org.za



108 Albert Road, Level 4 & 5, Woodstock, Cape Town, 7925

CEO: Dr. Hugh Napier | REG: 2006/010411/08 | VAT: 4380228983 | Section 21 NPO: 054-434-NPO

Doc. No: SOP-QM-F-0018



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You may choose to correct or update the personal information you have submitted to us at any time by providing written notice 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 CPGR's Privacy Policy

CPGR reserve the right to make changes to the terms of the privacy policy at any time. Clients will be notified of any changes through the website or via email. If the client does not agree with any of the changes, the client must cease using the services and communicate the decision to CPGR. Continuing to use the services following notification of a change to the policy indicates acceptance of the new terms.

Collection of Data

Once you have registered on CPGR's website and provided CPGR with personal information, you will no longer be anonymous to us. The collected personal information 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 electronically when a client visits our site, utilizing technologies such as i) cookies, ii) web server logs and iii) web beacons.



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- i) **Cookies:** Small text files that websites use to identify a user's browser type or store information. The user's browser may allow the user to manage cookies by disabling certain cookies and limiting website features.
- ii) **Web server logs:** Record details such as operating system type, browser type, domain, system, and language settings as well as the country and time zone in which the user's device is located. The web server logs may record information such as the address of the web page that linked the user to CPGR's website and the IP address of the device used to connect to the internet.
- iii) **Web beacons:** Tags placed on web pages to control data collection by linking web pages to specific web servers and their cookies.

Disclosure of Personal Information

CPGR do not sell or otherwise disclose any personal information collected about a user (client). However, CPGR may share personal information with service providers, affiliates, or third parties compelled by law, court order, or with the client's consent.

Service providers or affiliates who perform services on CPGR's behalf is not authorized to use or disclose the information except as necessary to perform services on CPGR behalf and not for their own benefit.

Marketing Purposes

Aggregate statistics about the client's population may be disclosed to advertisers or business partners.

Employees

In the context of employment protected by the Protection of Personal Information Act (POPIA), the term "employees" (referred to as "data subjects") shall encompasses prospective employees, including job applicants, current employees and former employees. Furthermore, the company/organisation shall be referred to the "employer" ("the responsible party").





In accordance with the Basic Conditions of Employment Act (BCEA) No. 75 of 1997 and other related South African employment laws, the employer reserves the right to request from an employee any personal and special personal information necessary for processing employee databases, payroll information, employment and/or application agreements, and verification checks. The employer may disclose such information to individuals needing it to perform their job duties or verify employment.

The Human Resources and Financial Units will manage the safekeeping of this information from the commencement of an employee's engagement until three years after termination, unless otherwise specified by agreement or governed by the Occupational Health and Safety Act (as amended) 85 of 1993 or other related Acts.

Security of Personal Information

CPGR employ electronic safeguards, including firewalls and data encryption, to protect personal information. Administrative, technical, and physical safeguards are maintained to prevent accidental, unlawful, or unauthorized access, disclosure, or use. When sensitive information, such as Identity (ID) numbers, names, surnames, a physical address, is entered, secure socket layer (SSL) technology encrypts the transmission.

The client's name and e-mail address will not be encrypted. While CPGR follow generally accepted standards for protection, it is important to note that no method of transmission or electronic storage is 100% secure. CPGR cannot guarantee absolute security. *For security-related inquiries, please contact us at the email address provided below.*

All CPGR affiliates are required to familiarise themselves with and adhere to the Manual relating to Access to Information held by 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 abuse of Personal Information.





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Retention of personal information

During the retention period, CPGR adhere to the terms and conditions of this Privacy Policy). CPGR retain personal information only for as long as necessary to fulfil CPGR's obligations unless retention is required or authorization by law or with the client's consent.

Google Remarketing

CPGR use Google AdWords Remarketing to advertise CPGR across the Internet. AdWords remarketing displays ads based on the client's viewed parts of CPGR's website using cookies. Cookies do not identify a client or provide access to the client's computer or mobile device; the cookies are used to indicate the client's page visits to other websites.

Google AdWords Remarketing tailors CPGR's marketing to the client's, needs and only displays relevant ads.

If the client wishes to opt out of CPGR ads, visit Google's Ads Settings or the Network Advertising Initiative opt-out page.

Personal information transfer outside of South Africa

CPGR does not share or transfer client's personal information outside of South Africa unless specifically requested by the client.

Third party limitations

CPGR does not take responsibility, give any warranties, nor make any representation in respect of the privacy policies or practices of any third party or third-party websites link CPGR's website. CPGR's website may provide links to several other websites for your convenience and information. These websites operate independently, and we are not accountable for their content, privacy policies, or site usage.



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Governing law

This privacy policy is governed by the laws of the Republic of South Africa. Any disputes arising from the privacy policy fall under the jurisdiction of South African courts.

Contact us

For further questions, concerns about CPGR's privacy policy, or changes to the client's personal information, please contact CPGR:

Contact number: +27 (0) 21 447 5669

Email address: info@cpgr.org.za

