

## Privacy Policy

This Privacy Policy (the “Privacy Policy”) describes how the School of Practical Philosophy, Cape Town (SPP) collects, uses, and discloses information from and about you when you visit our website and/or use our services.

SPP is committed to safeguarding and preserving your rights to your Personal Information. We will always treat your Personal Information as strictly confidential.

“Personal Information” includes, but is not limited to, your name, email address, contact number, location, birth date, member number and courses attended.

### Collection of Personal Information

SPP will collect your information where we have a legitimate business interest; in order to perform our contractual duties; to comply with our legal duties; or where you have provided your consent.

When you request information about a particular course offered, enrol for one of our courses, or otherwise contact us, we may collect information such as your name, telephone number, email address, and location.

SPP automatically collects information from you when you visit our website by using cookies and similar technologies.

### Cookies and Similar Technologies

We use cookies and similar technologies (such as google analytics, pixel tags and web beacons) in order to enhance your interactive experience on our websites and generally improve the service which we offer you as well as to enable us to advertise our products and services to you, that you have shown interest in.

Cookies are small files of data that we store on your device when you access our website, this allows us to collect information such as your internet protocol address, your browser type, location, and device information.

You have the ability to accept or decline cookies, and this can be done via your browser settings.

### Use of Personal Information

We will use the Personal Information that we collect from and about you for one or more of the following purposes:

- When you have requested information about our courses, to respond to your request;
- To provide you with material for the courses that you have enrolled for;
- To inform you of courses that you may be interested in attending;
- To obtain feedback in order to improve our courses;
- To inform you of any changes to our courses;
- As otherwise required by law; and

- For reasons not described in the Privacy Policy where the reason for processing is consistent with the purpose for which we originally collected your information; and/or where we have a legitimate educational interest, and where such use is lawful.

#### Disclosure of Personal Information

SPP may disclose your information in the following circumstances:

- Affiliate philosophy schools: we may share your data with some of our affiliate schools in order to enable us to provide access to a wider range of courses and or lectures to you than might be locally available;
- Where you have consented to the sharing of your information for marketing and promotional purposes;
- Suppliers and Service Providers: SPP uses third party suppliers and service providers who provide us with technical, professional and support services, including but not limited to, payment providers; web hosting; virtual meeting providers and maintenance services;
- Legal and Regulatory: to satisfy any applicable law, regulation, legal process, or governmental request, this includes, to the Department of Social Services of South Africa for the purpose of compiling any reports, accounts or other information required under SPP's registration as a non-profit organisation; and/or when directed by a court order;
- Sale or Transfer of Business Assets: we may share your Personal Information in a business transfer in the event that there is an acquisition or merger.

#### Data Retention and Security Measures

We shall retain your Personal Information for the duration of our relationship with you. In some circumstances, we may retain your Personal Information on your systems for a longer period of time, the reason for this is to allow us to:

- Comply with record retention requirements as prescribed by law;
- Audit our business;
- Maintain a record of courses that you have attended; and
- Respond to complaints regarding our services.

SPP is committed to protecting the security of your Personal Information. We employ what we believe is an adequate level of technical and organisational measures to ensure that your Personal Information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access.

#### Data Subject Rights

You may contact us to change, update or access your Personal Information; and to unsubscribe from any promotional communication.

#### General

SPP reserves the right to make changes to the Privacy Policy, at any time and without notice. Any change binds you as soon as you access our home website or use our services. We therefore strongly recommend checking this page on a regular basis.

Information Officer contact details

Neville Wright

082 789-9164

[sppregisters@gmail.com](mailto:sppregisters@gmail.com)

Link to POPIA - Protection of Personal Information Act 4 of 2013

<https://www.gov.za/documents/protection-personal-information-act>

Link to PAIA - PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

<https://www.justice.gov.za/legislation/acts/2000-002.pdf>