

## **PRIVACY POLICY OF THE HUMAN NAUDE MUSIC SCHOLARSHIP COMPETITION**

### **1. APPLICATION OF POLICY**

This policy applies to all visitors to our website.

### **2. PURPOSE OF THIS POLICY**

- 2.1 We respect your privacy and take the protection of personal information very seriously. The purpose of this policy is to describe the way we collect, store, use and protect information that can be associated with a specific natural or juristic person and can be used to identify that person ("personal information").
- 2.2 The term "personal information"
- 2.2.1 includes
- 2.2.1.1 certain information collected on registration (see below); and
- 2.2.1.2 optional information that you voluntarily provide to us (see below).
- 2.2.2 excludes -
- 2.2.2.1 information that has been made anonymous so that it does not identify a specific person;
- 2.2.2.2 permanently de-identified information that does not relate or cannot be traced back to you specifically;
- 2.2.2.3 non-personal statistical information collected and compiled by us and information that you have provided voluntarily in an open, public environment or forum including (without limitation) any blog, chat room, community, classifieds or discussion board. If the information has been disclosed in a public forum, it is no longer confidential and does not constitute personal information subject to protection under this policy.

### **3. ACCEPTANCE OF TERMS**

You must accept all the terms of this policy when you log onto our website for the first time. If you do not agree with anything in this policy, then you must immediately leave our website. By accepting this policy, you are deemed to have read, understood, accepted, and agreed to be bound by all its terms.

### **4. CHANGES**

We may change the terms of this policy at any time. We will notify you of any changes by placing a notice in a prominent place on the website or by email. If you do not agree with the change you must stop logging onto our webpage. If you continue logging on following notification of a change to the terms, the changed terms will apply to you and you will be deemed to have accepted such terms.



**JLK Human Testamentary Trust**

123 Albrecht Street, Bloemfontein, 9301

T: T: +27 (0)51 436 7148

E: [bursaries@humannaude-trust.co.za](mailto:bursaries@humannaude-trust.co.za)

## 5. COLLECTION

- 5.1 Once you register on our website, you will no longer be anonymous to us as you will provide us with certain personal information such as your name, identity number and contact particulars.
- 5.2 In order to provide you with any information you may require and to properly evaluate your entry to the music scholarship competition, you will be asked to provide us with additional information on a voluntary basis ("standard information").
- 5.3 You may also provide additional information on a voluntary basis ("optional information"). This includes any content that you may upload or download from our website or when you enter competitions, or otherwise use the optional features and functionality of the website.
- 5.4 We automatically receive and record Internet usage information on our hosting company's server logs from your browser, such as your internet protocol address ("IP Address"), browsing habits, click patterns, version of software installed, system type, screen resolutions, colour capabilities, plug-ins, language settings, cookie preferences, search engine keywords, JavaScript enablement, the content and pages that you access on the website, and the dates and times that you visit the website, paths taken, and time spent on sites and pages within the website ("usage information"). Please note that other websites visited before entering our website might place personal information within your URL during a visit to it, and we have no control over such websites. Accordingly, a subsequent website that collects URL information may log some personal information.
- 5.5 When you access our website we may send one or more cookies (small text files containing a string of alphanumeric characters) to your computer to collect certain usage information. We use session cookies (which disappear after you close your browser) and persistent cookies (which remain after you close your browser which can be removed manually) and may be used by your browser on subsequent visits to our website. We use information gathered by cookies to improve the website.
- 5.6 Our website may contain electronic image requests (called a "single-pixel gif" or "web beacon" request) that allow us to count page views and to access cookies. Any electronic image viewed as part of a web page (including an ad banner) can act as a web beacon. Our web beacons do not collect, gather, monitor or share any of your personal information. We merely use them to compile anonymous information about our website.
- 5.7 We may use any basic information and optional information provided by you for such purposes as indicated to you at the time you agree to provide such optional information. We may use your usage information for the purposes described in paragraphs 5.4 and 5.5 above and to:
- 5.7.1 remember your information so that you will not have to re-enter it during your visit or the next time you access the website;
  - 5.7.2 monitor website usage metrics such as total number of visitors and pages accessed; and
  - 5.7.3 track your entries, submissions, and status in any promotions or other activities in connection with your usage of the website.

## 6. CONSENT TO COLLECTION

Please note that, when you accept the terms of this policy, as provided for in paragraph 3 hereof, you will be deemed to have consented that we may collect your personal information.

## 7. MESSAGES AND UPDATES

We may from time to time send administrative messages and email updates to you regarding our website and the bursary competition.



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## 8. DISCLOSURE

- 8.1 We may share your personal information with entities providing technology services to us. Our contracts dictate that these entities only use your information in connection with the services they perform for us and not for their own benefit;
- 8.2 If you contact us regarding your experience with accessing our webpage, we may disclose your personal information as required of by law or governmental audit.
- 8.3 We may disclose personal information if required by a subpoena or court order, to comply with any law, to protect the safety of any individual or the general public and to prevent misuse of our website.
- 8.4 We will not sell your personal information and no personal information will be disclosed to anyone except as provided in this privacy policy.
- 8.5 We may disclose personal information to the adjudicators of the bursary competition and to administrative personnel who may require the personal information in order to properly perform their duties and functions.

## 9. SECURITY OF PERSONAL INFORMATION

We will protect your personal information using computer safeguards such as firewalls and data encryption to protect personal information, and we will authorize access to personal information only for those persons who legitimate require such information to perform their duties and functions.

## 10. ACCURATE AND UP TO DATE

We may from time to time request you to update your personal information on the website. You are able to review or update any personal information that we hold on you by accessing your profile online or by emailing us or phoning us. Please note that in order to better protect you and safeguard your personal information, we may take steps to verify your identity before granting you access or making any corrections to your personal information.

## 11. RETENTION OF PERSONAL INFORMATION

We will only retain your personal information for as long as it is necessary to fulfil the purposes mentioned in paragraph 5.7, unless retention of the record is required or authorised by law or you have consented to the retention of the record. During the period of retention, we will continue to abide by our non-disclosure obligations and will not share or sell your personal information.

## 12. TRANSFERS OF PERSONAL INFORMATION OUTSIDE SOUTH AFRICA

We may transmit or transfer personal information outside South Africa to a foreign country. Personal information may be stored on servers located outside South Africa in a foreign country whose laws protecting personal information may not be as stringent as the laws in South Africa. You consent to us processing your personal information in a foreign country whose laws regarding processing of personal information may be less stringent.

## 13. UPDATING OR REMOVING

You may choose to correct or update the personal information you have submitted to us, by clicking the menu in any of the pages on our website.

## 14. LIMITATION

We are not responsible for, give no warranties, nor make any representations in respect of the privacy policies or practices of any third party websites.

## 15. ENQUIRIES

If you have any questions or concerns arising from this privacy policy or the way in which we handle personal information, please contact us.



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