

Privacy Policy

Effective Date: 30 October 2025

1. Policy Purpose

This Privacy Policy outlines how Thuma Mina Teaching ("TMT", "we", "our", "us") collects, uses, stores, and protects personal information.

As a South African non-profit EdTech organisation (Registration No. K2020/187250/08), Thuma Mina Teaching is committed to improving access to quality education while upholding the highest standards of privacy and data protection.

The purpose of this policy is to:

- Promote transparency in how we manage and protect personal information in line with the *Protection of Personal Information Act (POPIA)*.
- Inform users, educators, donors, and partners of their rights and choices regarding personal data.
- Demonstrate TMT's ongoing commitment to ethical, responsible, and secure data management across all programmes and platforms.

2. Who We Are

Thuma Mina Teaching develops and distributes free, CAPS-aligned video lessons and teacher-training resources. Our registered office is in the Western Cape, South Africa, and our website is www.tmteaching.co.za.

For any privacy-related questions, please contact us at connect@tmteaching.co.za.

3. Information We Collect

We collect personal information only when it is necessary to serve you or improve our work.

This may include:

- **Contact details:** name, email address, phone number, organisation or school name.
- **Interaction data:** information you provide via contact forms, event registrations, surveys or email correspondence.
- **Usage data:** pages visited, device information, browser type and IP address (collected via cookies or analytics tools).

4. How We Collect Information

We collect information in the following ways:

- When you complete a form or subscribe to our updates.
- When you contact us directly by email or WhatsApp.
- Automatically through cookies and analytics when you browse our website or watch embedded YouTube videos.

5. How We Use Your Information

We use personal information to:

- Respond to enquiries or requests for collaboration.
- Manage participation in training programmes, surveys and events.
- Send relevant updates or newsletters (only if you opt in).
- Improve our content, website and learning tools through aggregated analytics.
- Comply with legal or regulatory obligations applicable to a registered NPC and PBO.

TMT never sells or rents your personal information.

6. Sharing Your Information

We may share limited data with trusted service providers who help us operate effectively – for example:

- **Website hosting and analytics:** Google Analytics, Afrihost, WordPress.
- **Video hosting:** YouTube.
- **Mailing services:** Mailchimp or equivalent.

These service providers act only on TMT's instructions and must comply with equivalent data-protection standards.

If required by law, we may also share data with regulatory authorities.

7. Data Storage and Security

Your personal information is stored on secure, password-protected systems. Access is restricted to authorised TMT staff and contractors who need the information to perform their work. We use SSL encryption and reputable service providers to protect our systems.

8. Your Rights Under POPIA

You have the right to:

- Access the personal information we hold about you.
- Ask us to correct or delete your personal information.
- Withdraw consent for marketing communications.
- Lodge a complaint with the *Information Regulator* at www.inforegulator.org.za if you believe your rights are being infringed.

All requests can be submitted to connect@tmteaching.co.za.

9. Cookies and Tracking

Our website uses cookies to understand user behaviour and improve performance. You can adjust your browser settings to disable cookies, but some features of the site may not function properly.

10. Data Retention

We keep personal information only for as long as necessary to fulfil the purpose it was collected for or as required by law.

11. Online Payments

If you make an online donation:

We process donations through secure, third-party payment gateways such as PayFast or PayPal. These platforms comply with international Payment Card Industry Data Security Standards (PCI DSS) and ensure that your card details are encrypted and never stored or accessible to Thuma Mina Teaching NPC.

We receive only confirmation of your donation – such as the amount, date, and contact details you choose to share – but **we never collect or store** your credit or debit card number, CVV, or banking PIN on our systems.

12. Donor Information

When you make a donation, we may collect your name, email address, and transaction reference to issue a receipt or Section 18A certificate.

This information is used only for record-keeping, financial auditing, and donor communication (if you have opted in to hear from us).

You may request to remain anonymous, and we will fully respect that preference.

13. Financial Data Protection

All online transactions are processed using SSL encryption and secure servers. We regularly review our systems and service providers to maintain compliance with applicable data-protection and financial-security standards.

14. Updates to This Policy

We may update this Privacy Policy periodically.

The latest version will always be available on our website with an updated effective date.

15. Contact Us

For any questions or requests relating to this Privacy Policy or your personal data, please contact:

Email: connect@tmteaching.co.za

Address: Thuma Mina Teaching, Wellington, Western Cape, South Africa