



# Nederduitse Gereformeerde Kerk in Suid-Afrika

## PRIVACY DECLARATION

This privacy declaration is valid from 1 July 2021

### Purpose of the privacy declaration

This privacy declaration details how the Nederduitse Gereformeerde Kerk in Suid-Afrika will use your personal information and how this information will be protected according to the requirements of the Protection of Personal Information Act, Act 4 of 2013 of POPIA.

### Collection and use of personal information

The Nederduitse Gereformeerde Kerk in Suid-Afrika delivers a service to congregations, for which communication is required (with church offices, ministers and other persons) by means of e-mails, mobile phones and landlines. In specific instances such as the payment of travel costs, the identity number and banking details of ministers, members of the church council or congregants might be required.

#### *What personal information do we obtain?*

Your personal information comprises of your name, surname, contact details, demographical information (such as age and address), financial information such as bank account details (where relevant) and other essential information. Where ministers qualify for Continued Ministry Development course credit, this is recorded together with their qualifications and details of former congregations where they have served.

#### *How we use your personal information*

Your information is utilised to contact you with relevant information issued by the General Synod and the Nederduitse Gereformeerde Kerk in Suid-Afrika and to nurture the relationship.

### Source and disclosure of personal information

We receive your personal information directly from yourself and your employer (for example a congregation). Ministers' data are made available for the competency register of the General Synod of the Nederduitse Gereformeerde Kerk.

We confirm that the Nederduitse Gereformeerde Kerk in Suid-Afrika will not sell your information or make it available to any third party to be utilised for their own marketing purposes.

We might be requested to release your information in compliance with South African legislation or when a court order is issued. We will only release such information in accordance with a valid legal reason.

## Protection and security of personal information

We take the security of your information extremely seriously and have implemented reasonable technical and operational measures to protect your information against loss, abuse, unauthorised access, disclosure, changes and deletion or destruction. We also ensure that all our service providers do the same.

The Nederduitse Gereformeerde Kerk in Suid-Afrika is in service of the a pension fund, the *Predikante Pensioenfonds van die Ned. Geref. Kerk in Suid-Afrika (PPF)*, to facilitate the risk benefits with Sanlam. To enable Sanlam to collect premiums that are due to Sanlam and to facilitate payments, there is a service level agreement between Sanlam and the Nederduitse Gereformeerde Kerk in Suid-Afrika as well as between Sanlam and the PPF.

## Accuracy of personal information

We take care to keep your personal information updated. Contact the Nederduitse Gereformeerde Kerk in Suid-Afrika or the resource officers if you need to update or make changes to your personal information:

Administrator: Bossie Minnaar, [bossie@kaapkerk.co.za](mailto:bossie@kaapkerk.co.za)

Resource officer: Mrs Elmien Theron, [ngkadmin@kaapkerk.co.za](mailto:ngkadmin@kaapkerk.co.za)

Also visit the website of the Nederduitse Gereformeerde Kerk in Suid-Afrika for contact numbers: <https://www.kaapkerkadmin.co.za/popia/>

## Storage of personal information

We will store your personal information for the required period to comply with the rules, regulations and requirements of the church as is stipulated in this privacy declaration. It might be necessary to store your personal information for an extended period for historical purposes or to comply with legislation. You can appeal to the Nederduitse Gereformeerde Kerk in Suid-Afrika to remove your personal information. This application must be accompanied by **Form 2** as stipulated by POPIA. Submit this form to the Administrator at [bossie@kaapkerk.co.za](mailto:bossie@kaapkerk.co.za). Please note that there might be legal requirements preventing us from deleting your personal information. You can download Form 2 as a PDF or Microsoft Word document here: [PDF](#) or [Word](#)

## Internet cookies and other search technologies

The Nederduitse Gereformeerde Kerk in Suid-Afrika has several websites. The main website is: <https://www.kaapkerk.co.za/>

The POPIA and PAIA policies of the Nederduitse Gereformeerde Kerk in Suid-Afrika as well as declarations and guidelines can be found on the following website:

<https://www.kaapkerkadmin.co.za/popia/>

Links to the other websites of the Nederduitse Gereformeerde Kerk in Suid-Afrika may also be located on this website. The website of the Nederduitse Gereformeerde Kerk in Suid-Afrika are used only for information purposes. We do not use internet cookies or similar technologies such as web beacons or pixel tags, unless it determines the functionality of our websites (in which case it is known as required cookies). Marketing cookies or third party cookies are not included on our website and are not utilised to track your behaviour or for advertising purposes.