



POPIA Policy

Collection of your personal information – How do we do that?

- User registration in our website: www.matthew28.co.za

Should someone register as a user on our website, the information is stored in our online user-database which synchronises with the mailing-database

- Feedback at our events

After each of our events, an email is sent to participants requesting feedback on the event. On one of the sections of the feedback form, the participant is prompted to mention people whom he/she think should be added to our mailing list. We then obtain approval from the person whether we are allowed to add his/her information on our database.

- Events registration

When people register for our events, their data is captured in our mailing list. This is also the case with presenters and panellists participating at our events.

- Personal requests

Many people approach us directly to be added to our mailing list.

- Research

During our research projects, people are identified to be added to our mailing list. Approval is then obtained from them to do so.

What do we do with personal information?

- User-Database

This database is used by the users themselves to gain access to, and to obtain content from our website. This database synchronises with the mailing-list database and is protected by Captcha technology to keep hackers out.

- Mailing-list

The mailing-list is used to distribute our newsletters. All our newsletters include an option to opt out. Should an user request to be removed from the mailing-list, his/her information is permanently deleted from both the user-database and the mailing-list.

- Attendance registers

The personal information of each participant is kept in a separate attendance-register-database. This information is shared with formal associates of the ministry only, such as sponsoring bodies and alliance partners.

Risk analysis

This ministry's databases are stored and hosted as follows:

- Internal to the ministry

The databases are stored on one events laptop and backups are made to two offline devices: WD External drive and a Toshiba external drive. The laptop is protected by both the inherent Microsoft virus-protection, and by Kaspersky anti- virus and anti-fishing software.

- External to the ministry

The ministry has a hosting account with Web-guru where all databases are stored for web use. Access to information is securely managed through a firewall, password protection and captcha technology.

External Communication

In all communication such as mail blasts and promotions, people are given the opportunity to opt out by indicating "Remove me" in the subject line of their message in reply.

Delegates registering for our events are notified that by registering for events, they are giving consent that their contact details will be shared with sponsoring organisations and alliance partners of the ministry. They are also giving consent that their email addresses will be added to the ministry's mailing list.

For any queries, kindly contact us through harryvh@matthew28.co.za