

# Al Taawun Fi Al (ATFA) Privacy Policy

## 1. Introduction

In this document, references to 'Al Taawun Fi Al (ATFA)', 'we' or 'us' are to Al Taawun Fi Al, a registered Non-Profit Organisation (NPO No: 235-732, PBO: 930068295) based in South Africa. We recognise our accountability under the Protection of Personal Information Act (POPIA) to all our stakeholders, clients, suppliers, service providers, and other third parties when processing their personal information. To maintain trust with our community, we are committed to complying with both the spirit and the letter of POPIA, as well as other privacy protection laws, and to always act with due skill, care, and diligence.

We will only process personal information for the purposes set out below and will only request information that is relevant and necessary for such processing. Failure to provide required information may delay or prevent the fulfilment of our obligations.

## 2. What is Personal Information

Personal Information as defined by POPIA refers to information relating to an identifiable, living, natural person, and where applicable, an identifiable, existing juristic person. It includes, but is not limited to details such as race, gender, age, contact information, education, financial and employment history, biometric information, and personal opinions or beliefs.

## 3. Where and When We Collect Personal Information

We strive to collect information directly from individuals. However, information may also be obtained through: charitable organisations, partner institutions, masjid committees, or government agencies, in line with lawful and ethical data handling practices.

## 4. When Will We Process Your Personal Information

We will process your personal information only for lawful purposes related to our operations if:

- You have consented thereto;
- A legally authorised person or court has consented thereto;
- It is necessary to conclude or perform a contract with you;
- It is required by law;
- It is necessary to protect legitimate interests of you, us, or a third party;
- Or you are a child, and a competent person (e.g., a parent or guardian) has consented on your behalf.

## 5. When Will We Process Your Special Personal Information

Special personal information includes details on religious beliefs, race, ethnic origin, trade union membership, political opinions, health, biometrics, and criminal behaviour. We will

only process such information if legally permitted or where you have provided explicit consent.

## **6. What Information Do We Collect and How Do We Use It**

We collect and use personal information based on the nature of your relationship with ATFA, including donors, beneficiaries, suppliers, and partners. This information enables us to deliver services, maintain communication, and comply with legal and auditing requirements.

## **7. How We Share Your Information**

We may share your information with relevant third parties, including government regulators, auditors, and lawful authorities, only when necessary and compliant with legal and ethical standards. All service providers acting on our behalf are bound by confidentiality agreements.

## **8. Your Rights and Obligations**

You have rights regarding your personal information, including the right to access, correct, delete, or object to its processing. Requests can be made to [info@altaawunfial.org.za](mailto:info@altaawunfial.org.za). We retain information only as long as necessary for operational, legal, or auditing purposes.

## **9. Changes to Our Privacy Policy**

We may update this policy periodically to reflect changes in law or practice. Updates will be published on our website. Your continued use of ATFA services constitutes acceptance of these changes.

## **10. Security and Transborder Information Transfers**

We implement appropriate technical and organisational measures to protect personal data from loss, misuse, or unauthorised access. If data is transferred outside South Africa, we ensure that such transfers comply with legal safeguards for data protection.

## **11. Contact Information**

For any queries or data-related concerns, please contact:

Al Taawun Fi Al (ATFA)

Office No 2, Ennerdale Civic Centre,

Cnr Katz Rd & Smith Walk, Ennerdale Ext 9, 1830, South Africa

Tel: +27 10 335 1773 | Fax: +27 86 571 5931

Email: [info@altaawunfial.org.za](mailto:info@altaawunfial.org.za) | Website: [www.altaawunfial.org.za](http://www.altaawunfial.org.za)

You may also contact the Information Regulator of South Africa:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Email: [enquiries@infoeregulator.org.za](mailto:enquiries@infoeregulator.org.za) | [POPIAComplaints@infoeregulator.org.za](mailto:POPIAComplaints@infoeregulator.org.za)