



DATABASE OF EXPERT PRIVACY POLICY AND NOTICE

1. This is the privacy notice of the Electoral Institute for Sustainable Democracy in Africa (“EISA”), a South African non-profit company with Registration Number 1996/008257/08 and with its registered place of business situated at 14 Park Road, Richmond, Johannesburg.
2. In this policy, the words “we” or “us” refers to EISA.

Audience

3. This policy forms part of EISA’s Privacy Policy. It applies to any person/s who request for inclusion of their details on our database of observers and electoral experts.
4. This is a statement to tell you our policy about all information that we record about you. It covers both information that could identify you and information that could not.
5. We are committed to protect your privacy and confidentiality. We understand that all users of our database are quite rightly concerned to know that their data will not be used for any purpose unintended by them, and will not accidentally fall into the hands of a third party. Our policy is both specific and strict. It complies with the South African law, specifically the Protection of Personal Information Act No 4 of 2013, as well as the European Union Global Data Protection Regulation. If you think our policy falls short of your expectations or that we are failing to abide by our policy, **do please tell us.**
6. Except as set out below, we do not share, or sell, or disclose to a third party, any personally identifiable information collected for inclusion in EISA’s database.
7. By accepting this policy, you are deemed to have read, understood, accepted, and agreed to be bound by all of its **terms and conditions** for inclusion in our database of experts.

Personal Information

8. Personal information includes:
 - 8.1. Certain information that we collect automatically when you visit this database platform including but not limited to the following:
 - 8.2. Name and surname;
 - 8.3. E-mail address;
 - 8.4. Contact details
 - 8.5. name of employer;
 - 8.6. Postal and street address.

What Information We Collect from You, What We Use It For and Who We Share It With

9. Should you contact EISA requesting information on inclusion of your details in our database or inclusion on our election observation missions, your personal information is stored on an offline database on a secured server.
10. Your personal information is not used for marketing or advertising and will not be distributed to third parties without your prior consent.
11. Where you request to be included on our database and roster for the purposes of being enlisted on our database and for possible recruitment as electoral thematic experts and election observers through EISA, you will have to upload your personal details and your CV to the database and possibly at a later date, update it. The personal information we collect includes but is not limited to the following:
 - 11.1. Your name;
 - 11.2. Date of birth;
 - 11.3. Gender;
 - 11.4. Nationality;
 - 11.5. country of birth;
 - 11.6. email address;
 - 11.7. alternative contact details in case of an emergency;
 - 11.8. Language proficiency;
 - 11.9. Fields of expertise;
 - 11.10. Education History;
 - 11.11. Employment history; and
 - 11.12. Any other personal information that you disclose in your CV.
12. We undertake to preserve the confidentiality of all of the abovementioned information and of the terms of our relationship as stipulated in the terms and conditions of use of the database. Your information is not used for any other purpose other than to store your details on a secure EISA database to facilitate our recruitment of electoral thematic experts and election observers or our programmes and election observation missions.
13. Should we be requested by our partner organisations working the same field of practice, to recommend experts and observers, we may share your CV with our partners.
14. We use your personal information collected through this database to fulfil our obligations to you. We may send administrative messages and email updates to you about our database, such as reminders to update your details or complete your submission. You may only send us your own personal information.

Content You Provide To Us With A View To Be Used By Third Party

15. If you provide information to us with a view to it being read, copied, downloaded or used by other people, we accept no responsibility for what that third party may do with it. It is up to you to satisfy yourself about the privacy level of every person who might see your information.

Cookies

16. Cookies are small text files that are placed on your computer's hard drive through your web browser when you visit any website. They are widely used to make web sites work, or work more efficiently, as well as to provide information to the owners of the site.

17. Like all other users of cookies, we may request the return of information from your computer when your browser requests a web page from our server. Cookies enable our web server to identify you to us, and to track your actions and the pages you visit while you use our database. The cookies we use may last for a single visit to our database (they are deleted from your computer when you close your browser), or may remain on your computer until you delete them or until a defined period of time has passed.

18. Although your browser software enables you to disable cookies, we recommend that you allow the use of cookies in order to take advantage of the features of our database that rely on their use. If you prevent their use, you will not be able to use all the functionality of our database. Here are the ways we use cookies:

18.1. to allow essential parts of our database to operate for you.

18.2. to operate our content management system.

18.3. to operate the online application/notification form. This cookie is set on your arrival at our web site and deleted when you close your browser.

18.4. to enhance security on our application/notification form. This cookie is deleted when you close your browser. Your log-in session remains valid for maximum 30 minutes, and disconnects if idle from the server.

18.5. to collect information about how visitors use our database. We use the information to improve your experience of our site and enable us to increase sales. This cookie collects information in an anonymous form, including the number of visitors to the database, where visitors have come to the database from, and the pages they visited.

18.6. to record that a user has viewed a webcast. It collects information in an anonymous form. This cookie expires when you close your browser.

18.7. To record your activity during a web cast. An example is as to whether you have asked a question or provided an opinion by ticking a box. This information is retained so that we can serve your information to you when you return to the

database. This cookie will record an anonymous ID for each user, but it will not use the information for any other purpose. This cookie will last for 30 days, when it will delete automatically.

- 18.8. To store your personal information so that you do not have to provide it afresh when you visit the database next time.

Complaints

19. When we receive a complaint, we record all the information you have given to us. We use that information to resolve your complaint. If your complaint reasonably requires us to contact some other person, we may decide to give to that other person some of the information contained in your complaint. We do this as infrequently as possible, but it is a matter for our sole discretion as to whether we do give information, and, if we do, what that information is.
20. We may also compile statistics showing information obtained from this source to assess the level of service we provide, but not in a way that could identify you or any other person.

Security

21. We take the security of personal information very seriously and always do our best to comply with applicable data protection laws. All personal information is protected on our server and are password protected. Only EISA IT technicians and our IT service provider have open access to this information. Information included in the database is also accessed by the database manager at the Elections and Political Processes Department at EISA.
22. Our database further makes use of Hyper Text Transfer Protocol Secure (HTTPS) which is the secure version of HTTP, the protocol over which data is sent between the user browser and the server. The 'S' at the end of HTTPS stands for 'Secure'. It means all communications between the user browser and the server are encrypted.
23. We treat your personal information in a confidential manner and will only share such information with the individuals who require same in order to provide the services/requests of the person who provided the personal information.

Disclosure To Government And Their Agencies

24. We may disclose personal information if required:
 - 24.1. by a subpoena or court order;
 - 24.2. to comply with any law;
 - 24.3. to protect the safety of any individual or the general public; and\
 - 24.4. to prevent violation of our customer relationship terms.

No selling

25. We will not sell personal information. No personal information will be disclosed to anyone except as provided in this privacy policy.

Compliance With The Law

26. This confidentiality policy has been compiled so as to comply with the law of every jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your country, we should like to hear from you.

Review Or Update Personally Identifiable Information

27. Within a two-year period of creating your profile, you may review or update the personally identifiable information that we hold about you by signing into the database using the profile you created when you first requested to be included on the EISA database. To better safeguard your information, we will also take reasonable steps to verify your identity before granting access or making corrections to your information.

Data May Be “Processed” Outside South Africa

28. We use outsourced services in countries outside South Africa from time to time in other aspects of our work. Accordingly, data obtained within South Africa may be “processed” outside South Africa and data obtained in any other country may be processed within or outside that country.

How Long Do We Keep Your Information

29. We only keep your information for as long as is necessary for the purpose for which we collected the data. Specifically, information provided through complete submissions will be kept in our database for a two-year period. Following the period of two years as mentioned above, your personal information will be destroyed in accordance with applicable legislation including but not limited to the Protection of Personal Information Act, 4 of 2013 (“POPI Act”).

Changes

30. We may change the terms of this policy at any time by updating this web page. If you continue using the database following our change of terms, the changed terms will apply to you and you will be deemed to have accepted the changed terms. We will notify you of any changes by placing a notice on the website and database.

31. If you have any question regarding the privacy policy, please contact us through the contact page.