

# THE PROTECTION OF PERSONAL INFORMATION ACT

## CATZRUS

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act (“POPIA”).

At CatzRus we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

### **1. About CatzRus**

We are a registered Public Benefit Organisation in the Animal Welfare Sector (NPO: 098-047 PBO: 930061086.) We deal primarily with the rescue, rehabilitation, fostering and re-homing of abandoned and abused cats and kittens in the Pretoria Area.

### **2. Definition of personal information**

According to the Act “personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person.

### **3. The information we collect**

We collect and process your personal information to:

Ensure responsible fostering, facilitate responsible adoptions, track microchips and transfer of microchip ownership, work together to do TNR (Trap Neuter Return) projects in feral cat colonies, and to ensure towards the sterilisation of all our cats and kittens.

For this purpose we will collect :

- Foster Volunteers: Name, ID Number, Email Address, Telephone & Cell Numbers, Proof of residence, contact details of at least one friend and/or family member in order to gain access to the kittens in an emergency.
- Potential adopters: Name and Cell Phone numbers
- Adopters: Name, ID Number, Email Address, Telephone & Cell Numbers, Proof of residence, contact details of an alternative friend and/or family member for microchip tracking should the cat get lost.
- People involved in the rescue: Name and Cell Phone numbers, and location of feral cat colony.

We will collect information directly from you. Where possible, we will inform you what information you are required to provide to us and what information is optional.

### **4. How we use your information**

We will use your personal information only for the purposes for which it was collected and agreed with you, primarily for sterilisation follow-up and tracking of microchips should the cat get lost.

### **5. Disclosure of information**

We do disclose some of your personal information to Hills and Royal Canin (ONLY if you signed the permission on our contract) in exchange for free cat food. This information comprises your name, email address and contact phone number. You are able to unsubscribe from their mailing lists at any time.

We may also disclose your personal information to the microchip pet tracking service. We ask that you do this yourself, but if you do not, we reserve the right to pass on this information for the good of the cat.

These companies also have to comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- For possible home checks before or after adoption. These will always be arranged with you and conducted with your permission and in your presence.

- For sterilisation tracking purposes if we do not receive proof of sterilisation by the time the kitten is 6 months of age.
- For microchip tracking purposes should a cat get lost and we are asked to track a microchip number.

## 6. Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

Physical security; Computer and network security; Access to personal information; Secure communications; Retention and disposal of information; Acceptable usage of personal information; Monitoring access and usage of private information; Investigating and reacting to security incidents.

## 7. Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at [irene@catzrus.co.za](mailto:irene@catzrus.co.za) We will need a copy of your ID document to confirm your identity before providing details of your personal information.

Please note that any such access request may be subject to a payment of a legally allowable fee

## 8. Correction of your information

You have the right to ask us to update, correct or delete your personal information. If you do request us to delete your information, please note that we will not be able to help with microchip tracking should your cat get lost. All enquiries to be addressed to the Information Officer.

## 9. How to contact us

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact the information officer at [irene@catzrus.co.za](mailto:irene@catzrus.co.za)

## 10. Consent

Consent to store and use your personal information as laid out in this Notice, is given when you fill in and sign any of our documents.

Failure to grant consent (including your choice to withhold a copy of your ID book and your Proof of Residence) will mean:

1. Your kitten MUST be sterilised, fully vaccinated and microchipped before adoption. No exceptions will be made. We will not allow unsterilised kittens to be adopted without a secure way to track the kitten if we do not receive proof of sterilisation by the time the kitten is 6 months of age.
2. We will not be able to do any microchip administration or tracking for you or your cat. We will be unable to change ownership of the microchip (if you fail to do so) and we will be unable to aid with tracking your cat through the microchip should your cat get lost.

For any further queries regarding this Notice or the CatzRus POPIA policy, please feel free to contact us at the email address provided.

Thank you.

Regards from all at CatzRus