

# PRIVACY POLICY FOR 'MY GREEN HOME' WEBSITE

Updated on 25 July 2014

## 1 INTRODUCTION

This Privacy Policy explains the practices and policies of the My Green Home project regarding the Processing of Personal Data supplied by you via the Website.

## 2 CONSENT

By making use of this website as an Online Service, you, -

- 2.1 agree to comply with the terms and conditions of this Privacy Policy; and
- 2.2 consent to the Processing of your Personal Data by My Green Home, as contemplated in this Privacy Policy.

## 3 USE OF DATA SUBJECT'S PERSONAL DATA

3.1 We will not –

- 3.1.1 sell or market your Personal Data to third parties; and
- 3.1.2 distribute, sell, or barter any data uploaded by you into the Online Service.

3.2 We may –

- 3.2.1 view your My Green Home instance data and uploaded information to provide system maintenance and technical support only, which information is necessary for us to properly provide the Online Service; and
- 3.2.2 occasionally send you communications regarding your account or the Online Service via email, provided that in the event that such emails constitute Direct Marketing, you have the right to request that Direct Marketing not be sent to you.

3.3 All information collected by My Green Home is used for internal purposes, such as –

- 3.3.1 the provision of the Online Service;
- 3.3.2 the provision of support to you; and
- 3.3.3 the improvement of the Online Service.

## 4 DATA SUBJECT INFORMATION COLLECT BY MY GREEN HOME

- 4.1 Once you register with My Green Home and sign in to the Online Service, you are no longer anonymous to us.
- 4.2 When registering with My Green Home, your Personal Data is automatically provided to us, such Personal Data may include your photographs, position, profession, industry, city and province. You will not be able to register with us without providing such Personal Data.
- 4.3 My Green Home does not intentionally gather Personal Data of Data Subject who are under the age of 18 years of age.
- 4.4 You may also voluntarily choose to provide My Green Home with certain preferences and demographic information relating to yourself.

- 4.5 Aggregating non-identifying information supplied by Data Subject allows My Green Home to understand its user base and to improve the Online Service.
- 4.6 In the event that you cancel your account, we will not retain your Personal Data any longer than is reasonably necessary for achieving the various purposes described in this Privacy Policy.
- 4.7 You must ensure that your password is kept secure in order to protect your account information.

## **5 COOKIES AND PASSIVE DATA COLLECTION**

- 5.1 We automatically receive and record information on our server logs from your browser, including your IP address, cookie information, and the page you request.
- 5.2 You should be aware that other websites visited before entering the Website might place your Personal Data within your URL during your visit to such other websites. Due to the fact that My Green Home has no control over such websites, some of this information may be logged by My Green Home.
- 5.3 We use –
  - 5.3.1 cookies;
  - 5.3.2 IP addresses;
  - 5.3.3 GPS locations;
  - 5.3.4 URL information; and
  - 5.3.5 other technical connection details

to improve and further develop the Online Service, and to provide enhanced or geographically differentiated features and online services levels to you, where available.

- 5.4 IP Addresses also assist us to –
  - 5.4.1 diagnose network congestion;
  - 5.4.2 diagnose problems with our servers; and
  - 5.4.3 otherwise assist in the administration and delivery of the Online Service to you and other individuals.

## **6 LINKS TO THIRD PARTY SITES**

- 6.1 The Website may contain links to other websites that are not under our control.
- 6.2 Such websites have their own policies relating to privacy and Personal Data. You should review those policies before visiting the websites contemplated in this paragraph 6.2.
- 6.3 We have no responsibility for linked websites, and the provisions of such links are solely for your convenience and information.

## 7 DISCLOSURES

### 7.1 My Green Home Service Providers

7.1.1 My Green Home does not disclose Personal Data to third parties, except in the event of a competition prize requiring to be delivered by a third party to you in which event your Personal Data will be provided to the aforesaid third party, but only for the purpose of delivering the competition prize to you.

7.1.2 The third party contemplated in paragraph 7.1.1 above will be required to adhere to the Safe Harbor Privacy Principles or, at a minimum, My Green Home will require the third party to certify that they follow privacy protection measures equal to those enforced by My Green Home and ensure that the confidentiality and integrity of the Personal Data is maintained.

### 7.2 Legal Requirements

My Green Home does not disclose Personal Data, including the data you enter or upload into the Online Service, unless such disclosure is necessary to comply with an enforceable government request such as a warrant.

### 7.3 Change of Ownership

In the event of a change in ownership, or a direct merger or acquisition with another entity, we reserve the right to transfer all of your information, including Personal Data, to such separate entity. We will use commercially reasonable efforts to notify you (by posting on the Website or via an email sent to the email address you provide) of any change in ownership, merger or acquisition of our assets by a third party.

### 7.4 Security

7.4.1 All of your Personal Data stored by My Green Home or otherwise, is considered confidential and private. We will maintain appropriate industry standard administrative, physical and technical safeguards in order to protect against the loss, misuse, alteration and unauthorised acquisition by a third party of the information under our control.

7.4.2 My Green Home shall not –

7.4.2.1 intentionally modify your Personal Data;

7.4.2.2 disclose your Personal Data to third parties, except in accordance with paragraphs 7.1.1 and 7.1.2, as compelled by law or as expressly permitted in writing by you; and

7.4.2.3 access your Personal Data, except to provide maintenance, verification, or prevention of technical problems, associated with the Online Service or to provide technical support at your request.

7.4.3 My Green Home shall take reasonable steps to ensure the integrity and security of its network and systems, but does not expressly make any guarantee that such security measures will prevent third parties from obtaining the Personal Data by illegal actions or attacks. Should such attack occur, My Green Home will supply the relevant authorities with available information on the third party when the third party comes under prosecution.

## 7.5 Passwords

7.5.1 It is your responsibility to choose secure passwords and to keep them safe. My Green Home cannot be responsible for Personal Data that is compromised due to a non-secure or stolen user password.

7.5.2 If you are authenticating with MGH via a third party (e.g. Google Apps), those passwords must also be secured.

## 7.6 Updating or Removing User Information

7.6.1 You may, at any time, choose to correct or update the information you have submitted to My Green Home. This is done by updating your account on the Website or in the Online Service.

## 7.7 Emails

If you receive an email for which you are not the intended recipient, any distribution, use or copying of the email and its contents is prohibited and you must notify the sender of the email immediately.

## 7.8 Privacy Complaints and Inquiries

7.8.1 If you have a dispute or complaint about privacy on the Website or the Online Service, we kindly request that you attempt first to resolve the issue directly with us by emailing [mygreenhome@gbcsa.org.za](mailto:mygreenhome@gbcsa.org.za).

7.8.2 All inquiries to My Green Home about this Privacy Policy shall be made via email to [mygreenhome@gbcsa.org.za](mailto:mygreenhome@gbcsa.org.za).

## 8 **AMENDMENT OF THIS PRIVACY POLICY**

8.1 My Green Home reserves the right in our sole discretion to revise, amend, or modify this Privacy Policy and all of our other policies and agreements at any time and in any manner.

8.2 Notice of any revision, amendment, or modification of this Privacy Policy will be posted on the Website and your continued use of the Online Service will signify an acceptance of such changes.

## 9 **DEFINITIONS**

9.1 "**Direct Marketing**" means to approach a Data Subject, either in person or by mail or electronic communication, for the direct or indirect purpose of promoting or offering to supply, in the ordinary course of business, any goods or services to the Data Subject or requesting the Data Subject to make a donation of any kind for any reason;

9.2 "**My Green Home**" means an advocacy initiative undertaken by the Green Building Council South Africa and "**we**" or "**us**" shall have a corresponding meaning;

9.3 "**Online Service**" means the online service provided by use on the Website;

9.4 "**Personal Data**" means any data which relates to, or from which it is practical to directly determine, the identity of an individual, whether natural or juristic, as defined in section 1 of POPI;

9.5 "**POPI**" means the Protection of Personal Information Act, No 4 of 2013;

9.6 "**Privacy Policy**" means this privacy policy;

- 9.7 **"Processing"** means inter alia to collect, store, record, collate, retrieve, transmit or use in any manner whatsoever as described in section 1 of POPI and **"Process"** shall have a corresponding meaning;
- 9.8 **"Safe Harbor Privacy Principles"** means the international safe harbour principles of notice, choice, onward transfer, security, data integrity, access and enforcement, designed to prevent accidental information disclosure or loss;
- 9.9 **"Website"** means the [www.mygreenhome.org.za](http://www.mygreenhome.org.za);
- 9.10 **"you"** or **"your"** means a data subject as defined in section 1 of POPI.