



WEBSITE PRIVACY AND SECURITY POLICY STATEMENT

Thank you for visiting the website of the National School of Government and reading through our privacy policy statement. As a user of this website, you are encouraged to read this policy statement and familiarise yourself with the contents. Further and continued use of this website will signify your acceptance of the terms, conditions and intent of this policy statement. Should you not wish to be bound to the terms, conditions and intent of this policy statement, then you may not access, use, download, copy or distribute any of the contents of the website.

1. Introduction

- 1.1 The National School of Government (hereinafter referred to as the “NSG”) is established as a National Department within the government of the Republic of South Africa in terms of the Public Service Act, 1994 (Act No. 103 of 1994), as amended. The mandate of the NSG is to provide or facilitate the provision of training within the public service. In line with the South African constitutional provision regarding the right to privacy as well as other legislative prescripts on access to information and protection of personal information, the NSG privacy policy statement sets out the terms and conditions for use of this website as well as how the NSG uses and protects any information submitted on this website. The NSG remains committed to the privacy of personal information, during gathering and dissemination, collected through the use of this website.
- 1.2 The website is owned and managed by the NSG, and the Government domain managed by the Government Communication and Information Service (GCIS).

2. Purpose

- 2.1 The purpose of this Privacy Policy statement is to inform users of this website about the specific privacy guidelines as adopted by the NSG, as well as the terms and conditions governing the use of the website.
- 2.2 The Privacy Policy Statement only applies to the online activities of the NSG.

3. Use of the NSG website

- 3.1 As an institution of the Government of the Republic of South Africa, the NSG website carries official information about Government and information relevant to the NSG. The NSG website is therefore for use of lawful purposes, and should not be used for any unlawful purpose, including the unlawful or unauthorised use of technology or application to search, collect or download information on the NSG website; and unlawful downloading of information for purposes of committing criminal activities, transmitting of unauthorised information, and unauthorised access to restricted pages.
- 3.2 Should any user be found to be using the NSG website for unlawful purposes or using unlawful or unauthorised technology, the NSG reserves the right to institute criminal proceedings against such user; the right to claim for damages from such user; and cannot be held liable for any loss, damage or liability that resulted from such unlawful activity. The NSG website and its contents may not be reproduced, duplicated, copied or used for any commercial purpose without the prior written consent of the NSG.

4. Third party links

- 4.1 The NSG website may include links to third parties. The location of links on this website is by no means an endorsement or approval of the third parties' site privacy policy. It may therefore be in the best interests to review their privacy policy prior to furnishing any personal information. Any transaction of



information that you provide through a third party website will occur on such website, and not on the NSG website.

5. Intellectual property and use of material

5.1 The NSG owns or is licensee of all intellectual property contained on the NSG website, including logos, text, graphics, databases and software. The user is allowed to access, use, download or copy material from the NSG website for personal, non-commercial or information purposes. The NSG does not accept any responsibility for any loss or damage which may result from the access, use, download or copying of material from the website, and does not claim that material on the website may constitute legal or other professional advice to be relied upon as such.

6. Personally Identifiable Information

6.1 The NSG website does not collect your personal information upon entering or using the site, unless prompted to do so in certain instances. The NSG is committed to managing personal information and does not release your personal information to unauthorised outside parties, or unless legally obliged to do so. Personally identifiable information that may be collected through the NSG website includes your name, demographics, qualification(s), identity number, employment details, and contact details. If you are a service provider wanting to register on the supply chain database, you may be required to provide further business details. Your personally identifiable information may be used by the NSG for official, marketing and information purposes. At no point would you be required to provide any other details and no financial transactions will be undertaken through this website.

6.2 Your personally identifiable information may be made available to authorised third parties, for example those parties who provide services on behalf of the NSG such as in the provision of training. These parties may have access to your information in order to perform their functions but may not use that information for any other purpose.

6.3 Children under the age of 18 are not authorised to provide any personally identifiable information.

7. Non-personal information

7.1 The NSG website may automatically gather and store information about your visit to the website, including but not limited to, date and time of access to site; pages or documents accessed; IP address and type of browser and operating system used to access the website. The information is for statistical purposes such as traffic trends and usage patterns, and not intended to contact you or be made available, unless legally obliged to do so.

7.2 The NSG website may also deploy cookies technology, which collects data from the user's browser, to record information for improving our services, as well as information about preferences of the user. The deployment of cookies will not cause damage to your device or files. Should you refuse the use of cookies, you may set your browser to refuse cookies, but if you do, some parts of our website or services may not work properly.

7.3 On-line surveys may also be undertaken by the NSG through the website. Whilst the NSG appreciates receiving feedback, the undertaking of surveys by the user is entirely voluntary. Reports from surveys may be made available, including with external third parties, however this in no way compromises the privacy of the user.

7.4 The NSG also makes use of an e-learning platform and allows for communication through communities of practice for users. Any information that is disclosed within the platform may be shared and therefore a



user should exercise caution on the nature of discussions as well as disclosure of personal information. These discussions may also be logged.

8. Security

- 8.1 The NSG has put in place reasonable security measures to protect against the public access, loss, misuse and alteration of personally identifiable information stored on the website servers and databases. These security measures include user name and password access, and logging of access to databases. Users are urged to assist in upholding security measures by protecting the confidentiality of access to databases.

9. Marketing and Communication

- 9.1 The NSG may use your personally identifiable information, upon receiving consent of the user to use such information, to send you marketing and promotional material through e-mail or direct contact. These may be in the form of satisfaction surveys or brochures of NSG programmes and services, and are intended to keep you abreast of other opportunities as well as receiving your comments to improve our services.

10. Disclaimer

- 10.1 The NSG takes reasonable effort in ensuring that the website contents and information are accurate, complete, relevant, legal, useful, timely and secure; however there is no warranty that it is always the case. The website contents may change at any time without any prior notification. The information contained on this website is provided without any guarantees, conditions or warranties with regard to accuracy and security. The NSG shall not be held liable for any improper or incorrect use of information or access of nor inability to access information described or contained on the website and also assumes no responsibility for anyone's use of the information. The NSG shall not be liable for any loss (including but not limited to loss of income or revenue; data; goodwill; and time) and/or damage (including but not limited to direct, indirect or consequential loss of damage) incurred in connection with the access/use or inability to access/use the NSG website or any third party websites linked to it.
- 10.2 The NSG website may contain links to other websites, which will then be redirected from the NSG website. The NSG does not endorse any website and is not responsible or liable for the content of any off-site pages which may be construed to be defamatory, offensive or inaccurate.

11. Revision to the privacy policy statement

- 11.1 The NSG reserves the right to revise this privacy policy statement at any time, and which changes take effect immediately upon posting. As a user, you are urged to check this Privacy Policy Statement from time to time to ensure that you take note of such changes.

12. Contacting the NSG

- 12.1 If you have any questions or queries relating to the NSG Privacy Policy Statement, you may contact the Manager responsible for ICT Governance telephonically on +27 12 441-6312, by post at Private Bag X759, Pretoria, 0001, or e-mail semakaleng.thulare@thensg.gov.za.