

Privacy Policy

We care about your personal information.

We at inSite Innovative Education Solutions, the creator of AgendaWorx, would like to make sure that our processes that we use to collect, handle, store and protect your personal information are transparent and easy to understand. It's why we'd like to take you through the ins and outs of our approach to personal information privacy, and how it might relate to you.

Feel free to use this guide as a reference point next time you stop by our website or need to talk with us.

WE UNDERSTAND PRIVACY IS IMPORTANT

Who is this policy relevant to?

This policy applies to you if you are a client, or a potential or current employee or a service provider, or if you visit or use our website, or if you engage with inSite as a business.

The type of personal information we collect will depend on our relationship with you

If you are one of our clients or potential clients, it's likely that you've shared personal information with us. That might include your name, email address, physical or postal address, occupation, contact numbers and details of other communications we've had with you.

For service providers or potential staff members, the type of information we've collected might be more detailed. This could include the examples above, as well as things like your bank details, CV or emergency contacts. We'll only ever keep this info if it will help us work with you as a service provider, or a potential staff member!

If you've checked out our website, we might collect info that you've shared with us directly and indirectly. Direct information could include the details you've chosen to share with us when making a contact enquiry, talking to us in live chat, contacting us via WhatsApp or telephone or submitting a job application. Indirect information might be data we capture from cookies.

Rest assured, this type of information is always anonymous and doesn't identify you personally.

For anyone who interacts with us, if you choose to share information that's considered 'sensitive' under the Protection of Personal Information Act 4 of 2013, this is entirely up to you. This could include things like racial or ethnic origin, or religious and political views. If a third party shares this type of info with us, we'll get in touch with you so you can let us know if you are ok with this or want us to remove this information from our records.

HOW WE DO IT

How we collect personal information.

Usually, the information we collect has been shared directly by you. But in some cases, it might be provided by a third party such as your employer or an administrator of your retirement fund, medical aid or trust.

For example, if you are a client and use AgendaWorx, a secretary or consultant to your company, retirement fund, medical aid or trust might have provided us with your sensitive information in order for us to arrange access for you on AgendaWorx. If this happens, we'll always let you know that you have been added to AgendaWorx and you will be able to see all the information that we have for you on AgendaWorx and can edit and review the information yourself. You will also be able to request that we remove your information from AgendaWorx, subsequent to which it will be permanently deleted. inSite does not keep copies of any sensitive personal information anywhere else except on your own AgendaWorx member record.

HOW WE USE IT

How we will use and disclose personal information.

We will only ever use your personal information for the purpose you shared it for. So as a client, the information will provide you with access to AgendaWorx. Your secretary on AgendaWorx will also be able to see and edit your personal information. This is usually someone internal in your organisation or a consultant to your retirement fund, medical aid or trust.

AgendaWorx will use your contact details to get in touch with you about AgendaWorx related issues. We'll never use it for marketing any of our other products and services to you nor will we send this information to a third party.

HOW WE STORE IT

How we hold your personal information.

Whether it's stored in a physical or digital format, we always work towards making sure your information is available, safe and secure. We have taken the necessary steps to make this happen.

We do that by making sure we do the data equivalent of locking the doors, double-checking the alarm and leaving the lights on only for the team members that need it.

This includes things like applying password protection, using secure server and document management systems, using backups and ensuring any inactive data is archived.

We believe that prevention is the best defence...

But in the unlikely event of a breach, we will do everything we can to comply with digital and legal best practice when managing and mitigating unauthorised access.

Your personal information belongs to you

You control the data you share with us.

Under the Protection of Personal Information Act 4 of 2013, you have the right to request that we provide you with access to the personal information we hold about you. If necessary, you can also request a correction of any of this information or do the correction yourself on your own AgendaWorx member record.

Contact us at privacy@insiteeducation.co.za if you'd like to make a request about any details you've shared. If there's any reason why we can't update your personal information, we'll let you know and explain why.

Contact us

Have more questions?

Get in touch with our team. We'd love to hear your feedback, questions or concerns on privacy and how we engage with you.

You can reach us via email or phone:

privacy@agendaworx.com

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