



## **CASCADE Data Protection and Privacy Policy**

### **1.0 Purpose**

This policy outlines the CASCADE program's obligations and practices to use and protect personal information provided by individuals. It ensures that all records collected during the program's activities are securely protected, confidentially managed, and not disclosed to third parties without proper consent.

### **2.0 Definition**

Data protection involves safeguarding data and managing the relationship between data collection, dissemination, public perception, privacy expectations, and legal frameworks. It aims to balance individual privacy rights with the need to use data for business purposes.

### **3.0 Policy Statement**

The CASCADE program will ensure that personal data is gathered legally and under strict conditions. Those who collect and manage the data will protect it from misuse and exploitation while respecting the rights of data owners.

#### **3.1 Type of Information Collected**

The CASCADE program may collect and store personal information from users who access our website ([www.cascade.org.za](http://www.cascade.org.za)) or register/create an account on any of our systems, including:

- IP address
- Location
- Name(s)
- Email address(es)
- Job title or role
- Institution name



### 3.2 Use of Personal Information

The CASCADE program may use the collected personal information for the following purposes:

- Analyzing website analytics for reporting purposes, ensuring no personal identification numbers or similar data are used.
- Informing relevant parties about CASCADE news, updates, and related information from partners or affiliates.
- Other activities as required by funder and related parties for reporting purposes.

### 3.3 Use of Cookies

The CASCADE program will not use cookies to profile site users. However, cookies may be used to facilitate site usage, order transmission, and statistical purposes.

### 3.4 Disclosure of Personal Information

Personal information will not be disclosed to third parties unless necessary to carry out services or required by law. Potential disclosures include:

- Funding partners
- Third-party contractors, consultants, and experts
- Legal purposes

### 4.0 General Data Protection Regulation (GDPR) Rights

The CASCADE program will uphold the following rights for all users whose personal information is held:

- **Right to Access:** Users can access their data through their portals or request a complete report by contacting the relevant program manager.
- **Right to Rectification:** Users can edit inaccurate data themselves through their portals or request corrections.
- **Right to Data Portability:** Users can request a copy of their personal data for transfer to a new system by emailing [info@cascade.org.za](mailto:info@cascade.org.za).



# The Cascading Climate and Health Risk in African Cities Consortium

Advancing Africa's response to **climate and health risks in cities.**

- **Right to Object:** Users can object to data processing by providing reasons via email to [info@cascade.org.za](mailto:info@cascade.org.za).
- **Right to Restrict Use:** Users can request restricted data processing under certain circumstances.
- **Right to Erasure:** Users can request data deletion under specific circumstances by emailing [info@cascade.org.za](mailto:info@cascade.org.za).

Users are entitled to:

- Confirm whether personal information has been collected, used, or disclosed to third parties.
- Request the deletion of unlawfully collected/used/disclosed information.
- Request updates, rectifications, or completion of personal information.
- Obtain confirmation that the requested operations have been performed.

## 5.0 Data Retention

Data retention periods vary depending on the data category. Data will be kept as long as necessary to fulfill its intended purpose.

## Contact Us

For inquiries about Data Protection and Privacy, contact us at:

- **Email:** [cascade@csag.uct.ac.za](mailto:cascade@csag.uct.ac.za), [alacia.arm@gmail.com](mailto:alacia.arm@gmail.com)
- **Address:** [www.cascade.org.za](http://www.cascade.org.za)

For information on how Science for Africa (SFA) uses information in our report, please visit SFA Data Protection and Privacy Policy [here](#)

END

---