

Privacy Policy for EDMINIX PTY LTD

Effective Date: July 20, 2025

EDMINIX PTY LTD ("we," "us," or "our") is committed to protecting the personal information of our users in strict compliance with the Protection of Personal Information Act 4 of 2013 (POPIA) of South Africa. This Privacy Policy outlines how we collect, process, store, and safeguard your personal information when you use our progress report and employee management system ("the System"). We proactively implement measures to prevent deficiencies and exploits, ensuring robust data protection.

1. Contact Information

For questions, concerns, or requests regarding this Privacy Policy or our data practices, please contact:

- **Business Name:** EDMINIX PTY LTD
- **Email:** hello@edminix.co.za
- **Phone:** 061 259 7253
- **Physical Address:** 1103 Frederik Ave, Eldoraigne, Centurion, 0157, South Africa

2. Personal Information We Collect

We collect only the personal information necessary to operate the System, which manages employee records, learner profiles, attendance, and support requests. The data includes:

- **Employee Data:** First name, last name, date of birth, ID number, username, email, role, contact number, physical address, vehicle registration number, qualifications, SACE registration status, reference contacts, bank account details (account number, account name, branch code, bank), profile photo, and contract signature.
- **Learner Data:** Child name, child surname, class/age group (e.g., Wild One, Running Rabbits), attendance records, and progress report data.
- **Support Request Data:** Username, user ID, request text, and submission timestamp.
- **Session Data:** User ID and username for secure authentication.

3. How We Collect Personal Information

We collect personal information:



- **Directly from You:** Via forms for registration, profile updates, attendance tracking, or support requests.
- **Automatically:** Through session cookies for user authentication, ensuring secure access.
- **From Administrators:** When authorized personnel input or manage employee or learner data.

4. Purpose of Processing Personal Information

We process personal information for specific, lawful purposes:

- To manage employee records for administrative purposes (e.g., payroll, role assignment).
- To track learner attendance and generate progress reports for educational management.
- To process and resolve support requests.
- To authenticate users and maintain System security.
- To comply with South African legal obligations, including POPIA and labor laws.

5. Lawful Basis for Processing

Under POPIA, we process personal information based on:

- **Consent:** Where you voluntarily provide data (e.g., during registration).
- **Contractual Necessity:** To fulfill our obligations in managing employee and learner data.
- **Legal Obligation:** To comply with applicable laws or regulatory requirements.
- **Legitimate Interest:** To ensure secure and efficient System operation, provided your rights are not overridden.

6. Data Sharing and Disclosure

- **No Unauthorized Sharing:** Personal information is not shared, sold, or disclosed to third parties, except with our primary cloud server service provider, who acts as an operator under POPIA for hosting purposes. This provider is bound by a POPIA-compliant agreement prohibiting data use beyond hosting.

- **Internal Access:** Only authorized EDMINIX PTY LTD personnel with a legitimate need (e.g., administrators) can access personal information.
- **Legal Requirements:** We may disclose data if required by law (e.g., court order), in strict compliance with POPIA.
- **Data Breach Notification:** In the unlikely event of a data breach, we will notify affected users and the Information Regulator within 72 hours, as required by POPIA Section 22.

7. Data Security

We implement robust technical and organizational measures to prevent unauthorized access, leaks, or exploits:

- **Encryption:** Data is encrypted in transit (HTTPS with TLS 1.3) and at rest using AES-256 encryption.
- **Access Controls:** Role-based access ensures only authorized personnel can view or process data.
- **Audit Logs:** All data access and modifications (e.g., deletions via the "Delete Employee" feature) are logged for accountability.
- **Incident Response:** We maintain a data breach response plan to promptly address and mitigate any security incidents.
- **Secure File Storage:** Uploaded files (e.g., profile photos, qualifications) are stored with restricted access and regular integrity checks.
- **Regular Audits:** We conduct quarterly security assessments to identify and address vulnerabilities.

8. Data Retention

We retain personal information only for as long as necessary:

- Employee and learner data are retained during their association with EDMINIX PTY LTD and for up to 7 years thereafter to comply with legal obligations (e.g., tax or auditing requirements).
- Support request data is retained for 1 year after resolution.
- Session data expires upon logout or session timeout.

- You may request data deletion (e.g., via the "Delete Employee" feature) by contacting hello@edminix.co.za, subject to legal retention requirements.

9. Your Rights Under POPIA

You have the following rights:

- **Access:** Request a copy of your personal information.
- **Correction:** Update inaccurate or incomplete data.
- **Deletion:** Request data deletion, subject to legal obligations.
- **Objection:** Object to processing for specific purposes.
- **Restriction:** Request restrictions on data processing.
- **Portability:** Obtain your data in a structured, machine-readable format.
- **Complaint:** Lodge a complaint with the Information Regulator at complaints.IR@justice.gov.za.

To exercise these rights, contact us at hello@edminix.co.za or 061 259 7253.

10. Cookies and Tracking

The System uses session cookies solely for authentication. No tracking or analytics cookies are used, ensuring no unauthorized monitoring of user behavior.

11. Protection Against Deficiencies and Exploits

To proactively protect EDMINIX PTY LTD and our users:

- **User Responsibilities:** You must safeguard your login credentials and report any suspected breaches to hello@edminix.co.za immediately.
- **System Integrity:** We employ intrusion detection systems and regular penetration testing to prevent exploits.
- **Contractual Safeguards:** Our cloud server provider is bound by strict data processing agreements, with liability clauses for non-compliance.
- **Indemnification:** You agree to indemnify EDMINIX PTY LTD against losses arising from your misuse of the System or breach of this policy.

12. Updates to This Privacy Policy



We may update this policy to address new legal requirements or operational changes. Updates will be posted on our website with a revised effective date. Continued use of the System constitutes acceptance of the updated policy.

13. Contact Us

For inquiries, complaints, or data requests, contact:

- **Email:** hello@edminix.co.za
- **Phone:** 061 259 7253
- **Physical Address:** 1103 Frederik Ave, Eldoraigne, Centurion, 0157, South Africa
- **Information Regulator:** complaints.IR@justice.gov.za

By using the System, you acknowledge and agree to this Privacy Policy.