

Use of Data Statement for EDMINIX PTY LTD

Effective Date: July 20, 2025

EDMINIX PTY LTD ("we," "us," or "our") operates a progress report and employee management system ("the System") to manage employee records, learner attendance, progress reports, and support requests. This Use of Data Statement details how we collect, use, and protect personal information in strict compliance with the Protection of Personal Information Act 4 of 2013 (POPIA). We proactively ensure that no personal information is leaked, shared, or used outside the System, except by our primary cloud server service provider for hosting purposes, and implement robust measures to prevent deficiencies or exploits.

1. Contact Information

For inquiries or concerns about data practices, 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. Data Collected by the System

The System collects the following personal information to fulfill its operational purposes:

- **Employee Data** (from registration and profile management):
 - Personal Details: First name, last name, date of birth, ID number, username, email, contact number, physical address.
 - Professional Details: Role, qualifications (uploaded files), SACE registration status, reference contacts.
 - Financial Details: Bank account number, account name, branch code, bank.
 - Supporting Documents: Profile photo, contract signature (uploaded images).
- **Learner Data** (from learner profiles and attendance tracking):
 - Personal Details: Child name, child surname.



- Educational Details: Class/age group (e.g., Wild One, Running Rabbits, Cashmere Cats), attendance records (present/absent, term, date), progress report data.
- **Support Request Data** (from support submissions):
 - User Details: Username, user ID.
 - Request Details: Request text, submission timestamp.
- **Session Data:**
 - Authentication Details: User ID, username (stored in session variables).

3. Purpose and Use of Data

Data is processed for specific, lawful purposes:

- **Employee Data:**
 - **Purpose:** Manage employee records for payroll, contract administration, and role assignment.
 - **Use:** Supports registration, profile updates, and deletions (via "Delete Employee" feature).
- **Learner Data:**
 - **Purpose:** Track attendance and generate progress reports for educational oversight.
 - **Use:** Enables attendance tracking, absence reporting, and class-specific progress reports.
- **Support Request Data:**
 - **Purpose:** Address user issues and improve System functionality.
 - **Use:** Processes and resolves support requests submitted by users.
- **Session Data:**
 - **Purpose:** Authenticate users and secure System access.
 - **Use:** Validates user identity via session cookies.

4. Data Utilization and Restrictions

- **Internal Use Only:** Data is used exclusively within the System for the purposes above, accessible only by authorized EDMINIX PTY LTD personnel.
- **No External Sharing:** Data is not shared, sold, or disclosed, except with our POPIA-compliant cloud server provider for hosting. The provider is contractually prohibited from using data for any other purpose.
- **Data Minimization:** We collect only the data necessary for System operations.
- **Secure Processing:**
 - Data is encrypted (AES-256) in transit and at rest.
 - Files (e.g., profile photos) are stored securely with restricted access.
 - Authentication uses session-based checks to prevent unauthorized access.
- **Deletion:** Users can request data deletion (e.g., via "Delete Employee") or by contacting hello@edminix.co.za, subject to legal retention requirements.

5. Data Protection Measures

We implement robust safeguards to prevent leaks, misuse, or exploits:

- **Encryption:** HTTPS with TLS 1.3 for data in transit; AES-256 for data at rest.
- **Access Controls:** Role-based access restricts data to authorized personnel.
- **Audit Logs:** All actions (e.g., data access, deletions) are logged for accountability.
- **Intrusion Detection:** Systems monitor for unauthorized access attempts.
- **Incident Response:** We maintain a breach response plan, with notifications to users and the Information Regulator within 72 hours, per POPIA Section 22.
- **Provider Agreements:** Our cloud server provider is bound by strict POPIA-compliant contracts, with audits to ensure compliance.

6. User Rights and Data Management

Under POPIA, you can:

- Access your personal information.
- Request corrections or deletions (e.g., via "Delete Employee").
- Object to or restrict data processing.
- Request data portability.



- Contact us at hello@edminix.co.za or 061 259 7253 to exercise these rights.
- Lodge complaints with the Information Regulator at complaints.IR@justice.gov.za.

7. Data Retention

- Employee and learner data are retained during association with EDMINIX PTY LTD and up to 7 years thereafter for legal compliance.
- Support request data is retained for 1 year after resolution.
- Session data expires upon logout.

8. No Unauthorized Use

Personal information is not used for marketing, analytics, or other purposes outside the System's operational needs. Our cloud server provider is restricted to hosting functions only.

9. Protection Against Deficiencies and Exploits

To ensure robust protection:

- **User Responsibilities:** You must secure credentials and report breaches immediately.
- **System Security:** Regular penetration testing and vulnerability scans prevent exploits.
- **Contractual Safeguards:** Cloud provider agreements include liability clauses for non-compliance.
- **Proactive Monitoring:** We monitor for deficiencies and address them promptly.

10. Contact Us

For questions, requests, or complaints, contact:

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- **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 this Use of Data Statement.