

YALPAE PRIVACY POLICY

Effective Date: 25 May 2026 | Version 1.0

1. Introduction

Young African Leaders, Pioneers and Entrepreneurs (YALPAE) is a youth-led, Pan-African non-profit organisation registered in the Republic of South Africa (Registration No: K-2025/670308/08).

We are committed to protecting your privacy and handling your personal information responsibly, transparently, and in accordance with applicable South African law, including the Protection of Personal Information Act 4 of 2013 (POPIA).

This Privacy Policy explains:

- what personal information we collect through our website, membership platform, and related forms;
- why we collect it;
- how we use, store, and protect it;
- when we may share it;
- how long we keep it; and
- what rights you have in relation to it.

By using our website, completing a YALPAE form, or creating a member account, you acknowledge that you have read this Privacy Policy.

2. Who We Are

For purposes of POPIA, YALPAE is the Responsible Party in respect of the personal information collected through this website and related membership platform. YALPAE determines the purpose for which your personal information is collected and the means by which it is processed.

If you have questions about this Privacy Policy or how your information is handled, you may contact YALPAE through the details provided in Section 15 of this Policy.

3. What Information We Collect

We collect only information that is reasonably necessary for the purposes set out in this Policy. We do not intentionally collect excessive or irrelevant personal information.

3.1 Member Registration Information

When you apply to register as a YALPAE member, we collect the following information:

- first name and last name;
- username;
- date of birth;
- nationality (nation of birth);
- cultural background;
- email address;

- phone number;
- current residing nation and postal code; and
- confirmation that you agree to YALPAE's governing instruments, including the Constitution, Code of Conduct, membership standards, safeguarding requirements, Terms of Use, and Privacy Policy.

Your membership type (Junior or Ordinary) is automatically assigned based on your date of birth. You are not required to select a membership type.

If you do not provide required information, we may not be able to process your registration or create your account.

3.2 Minor Registration — Parental or Guardian Contact

If you are registering as a Junior Member (aged 10 to 15), we require the contact details of a parent or lawful guardian, not the minor's own contact details.

Where a minor's own contact details are submitted, YALPAE will contact the minor's email address to request the parent's or guardian's email address. A form requiring parental authorisation will be sent to the parent or guardian before the registration is processed or the account is activated.

We will not activate a Junior Member account without verified parental or guardian consent.

3.3 Donation Form Information

When you submit a donation through our website, we collect:

- full name;
- email address;
- currency and donation amount;
- payment reference number;
- area of support (optional — defaults to General if not specified);
- proof of payment (uploaded file, such as an image or PDF of a bank transfer or receipt);
- a message or note (optional); and
- consent to the processing of your donation information.

Donations may be made by any person regardless of whether they are a registered YALPAE member. Donor records may be linked to a member profile where the email address matches an existing member account.

3.4 Volunteer Form Information

When you express interest in volunteering with YALPAE, we collect:

- first name and last name;
- email address;
- phone number; and
- preferred volunteer role or indication that you wish to be listed as a general volunteer.

General volunteers are available to serve across any YALPAE activity or section. Specific-role volunteers are linked to their applied role and may accumulate multiple active roles over time.

Certain fields submitted through the volunteer form, such as motivations and skills, may be used for internal processing and communication but are not stored in our database.

3.5 Member Profile Information

Once registered, authorised administrators may update your profile to reflect your membership type, chapter affiliation, leadership role, or alumni status. Members may have access to view and update limited profile information through the member portal when available.

3.6 Website and Technical Usage Information

When you visit our website, we may automatically collect limited technical information such as browser type and version, device type, pages visited and time spent on the site, referring link or website, and basic session or diagnostic information. This information is used for website functionality, security, troubleshooting, and improvement. It is not used to identify you personally unless necessary for security or legal compliance.

3.7 Information Provided Through Contact Channels

If you contact us, submit a form, or request information, we may collect the information you choose to provide, including your contact details and the content of your message.

4. Why We Collect Your Information

We collect and use personal information for legitimate organisational purposes, including:

- to process and manage membership applications, member accounts, and chapter registrations;
- to verify parental or guardian consent for Junior Member registrations;
- to communicate with you about YALPAE programmes, events, chapters, and updates relevant to your participation;
- to administer member profiles, volunteer listings, donor records, and internal participation;
- to comply with YALPAE's Constitution, Code of Conduct, safeguarding obligations, and other governance instruments;
- to meet legal, regulatory, and accountability obligations;
- to protect the safety and wellbeing of members and participants, especially Junior Members;
- to support safeguarding, disciplinary, dispute-resolution, or governance processes where necessary;
- to generate anonymised statistical summaries — such as the number of members per country, region, or chapter — for organisational reporting and growth tracking;
- to maintain internal records and institutional continuity; and
- to improve the functionality, reliability, and user experience of our website and platform.

We will not use your information for a purpose that is incompatible with the reason it was collected unless we are legally permitted to do so or have obtained your consent where required.

5. Our Lawful Basis for Processing

Under POPIA, we process personal information only where a lawful basis exists. Depending on the context, this may include:

- Consent — where you voluntarily provide information and agree to its use for a defined purpose;
- Contractual necessity — where processing is necessary to create, manage, or administer your membership or participation relationship with YALPAE;
- Legal obligation — where we are required to process information to comply with law, regulatory duties, safeguarding obligations, or governance requirements;
- Legitimate interests — where processing is necessary for the effective functioning, administration, continuity, or protection of YALPAE, provided this does not unlawfully override your rights and interests; and
- Protection of legitimate or vital interests — where processing is necessary to protect your lawful interests or the safety of another person.

Where we rely on consent, you may withdraw that consent at any time. Withdrawal does not affect the lawfulness of processing that took place before the withdrawal.

6. Children and Junior Members

YALPAE serves young people between the ages of 10 and 35 and takes the protection of children's personal information seriously. A minor is any person under the age of 18.

Where a person under the age of 18 is registered as a Junior Member or participates in a child-facing YALPAE activity:

- only the minimum information reasonably necessary will be collected;
- the registration must include the contact details of a parent or lawful guardian, not the minor's own contact details;
- where a minor's own contact details are submitted, YALPAE will contact that address to request parental details and a completed parental consent form before the account is activated;
- YALPAE will not activate or process a Junior Member account without verified parental or guardian consent;
- children's information will be used only for approved participation, administration, protection, or legal purposes;
- children's information will not be used for profiling, non-essential marketing, or unnecessary publication; and
- additional access restrictions and confidentiality protections will apply to all records involving minors.

The best interests of the child remain a central consideration in any processing involving children's information.

7. Special Personal Information and Higher-Risk Data

We do not collect higher-risk information by default. Under POPIA, special personal information refers to the categories of information regulated under section 26 of POPIA, including information relating to a person's religious or philosophical beliefs, race or ethnic

origin, trade union membership, political persuasion, health or sex life, biometric information, and criminal behaviour.

Where reasonably necessary and lawful, YALPAE may also process other categories of higher-risk personal information, such as identity or passport numbers, health or access-related information, photographs or recordings, safeguarding-related information, or disciplinary and investigation records. Where required, we will request consent or provide appropriate notice before collecting such information.

If meetings, events, or activities are recorded, we will provide a clear notice in advance wherever reasonably practicable.

8. How We Store and Protect Your Information

We take reasonable technical and organisational steps to protect your personal information against loss, unauthorised access, misuse, alteration, or disclosure.

These measures include:

- secure, access-controlled database systems for storing member, donor, and volunteer data;
- role-based access controls so that only authorised personnel can view relevant information;
- row-level security policies that restrict what data each user role can read or modify;
- restricted internal access on a need-to-know basis;
- confidentiality obligations for YALPAE officers, chapter leaders, volunteers, and service providers; and
- security procedures for digital platforms, online forms, and organisational records.

While we take information security seriously, no online system is entirely risk-free. If you suspect any unauthorised access to your information, please notify us immediately using the contact details in Section 15.

9. Who Has Access to Your Information

Your personal information is accessible only to authorised YALPAE personnel and service providers who require it to perform legitimate organisational functions. Depending on the context, this may include:

- the designated Information Officer;
- designated governance officers such as the Chairperson, Secretary, or Treasurer of the Global structure;
- relevant Portfolio Directors or authorised administrators;
- authorised chapter leadership, where access is required for local participation or coordination; and
- approved technical service providers who host or support our website, database, or membership systems.

YALPAE uses Supabase (operated by Supabase Inc.) as its primary database and backend infrastructure provider. Personal information submitted through YALPAE's website and forms is stored and processed on Supabase's platform. Supabase processes this data only on

YALPAE's instructions and is required to maintain appropriate security and confidentiality safeguards.

We do not sell, rent, or trade your personal information. We do not share personal information with partners, sponsors, or external collaborators unless:

- you have given explicit consent;
- sharing is necessary for a specific programme, event, or service you are participating in;
- we are required to do so by law;
- it is necessary to protect your safety or the safety of another person; or
- it is necessary for safeguarding, legal compliance, or governance accountability.

10. Cross-Border Transfers

Because YALPAE uses digital platforms and service providers that may operate across borders — including Supabase, cloud-based communication tools, and email systems — your personal information may be stored or processed outside South Africa.

Where personal information is transferred outside South Africa, YALPAE will do so only where lawful and where appropriate safeguards are in place, including where the recipient is subject to a law or binding rules that provide an adequate level of protection, you have consented to the transfer, or the transfer is necessary for the performance of a programme in your interest.

We apply additional caution where cross-border processing may involve children's information, safeguarding records, or other higher-risk information.

11. Cookies

Our website may use cookies and similar technologies for limited purposes such as keeping you logged in during a session, remembering basic preferences, supporting website performance and security, and understanding general website usage trends.

We do not use cookies for behavioural advertising and do not knowingly use tracking technologies to profile users across unrelated websites. You may adjust your browser settings to refuse or block cookies, although some features of the website may not work properly if you do so.

12. How Long We Keep Your Information

We retain personal information only for as long as it is reasonably necessary for the purpose for which it was collected, unless a longer retention period is required or justified by law, safeguarding obligations, governance accountability, dispute resolution, or institutional continuity.

In general:

- active member records are retained for the duration of active membership;
- volunteer records, including role history and alumni status, are retained indefinitely for organisational continuity and accountability;

- donation and donor records are retained for financial accountability, audit, and compliance purposes;
- former member records may be retained for a reasonable period after membership ends for administration, accountability, or transition purposes;
- Junior Member, safeguarding, disciplinary, and legal records may be retained for longer where required by law or necessary to protect participants or preserve accountability; and
- governance, constitutional, financial, and chapter records may be archived where necessary for lawful compliance, audit purposes, or institutional memory.

Where retention is no longer justified, personal information will be securely deleted, destroyed, or de-identified.

13. Your Rights

Under POPIA, you have the following rights in relation to your personal information:

- Right of access — to request confirmation of whether we hold personal information about you and to request access to it;
- Right to correction — to request correction of inaccurate, incomplete, misleading, or outdated information;
- Right to deletion — to request deletion of personal information we are no longer authorised or required to hold;
- Right to object — to object to certain forms of processing where permitted by law;
- Right to withdraw consent — where processing is based on consent, to withdraw that consent at any time, subject to legal or operational limits; and
- Right to complain — to lodge a complaint with the Information Regulator if you believe your rights have been infringed.

To exercise any of these rights, please contact YALPAE using the details in Section 15.

Information Regulator of South Africa

Website: www.inforegulator.org.za

General enquiries: enquiries@inforegulator.org.za

Telephone: 010 023 5200 / 0800 017 160

14. PAIA Manual

YALPAE maintains a manual in terms of section 51 of the Promotion of Access to Information Act (PAIA), as required for private bodies. That manual explains what records YALPAE holds and how access requests may be made.

Once finalised, YALPAE's PAIA Manual will be available on YALPAE's website and from the Information Officer on request.

15. Contact Us

If you have questions, concerns, or requests relating to this Privacy Policy or the handling of your personal information, please contact YALPAE's designated Information Officer.

Organisation: Young African Leaders, Pioneers and Entrepreneurs (YALPAE)

Information Officer: Thabo .L Mketsu

Email: bhose.tl@yalpae.org

Website: yalpae.org

Registered Address: Khayelitsha, Western Cape, 7784, South Africa

Registration No: K-2025/670308/08

In accordance with the Information Regulator's requirements, YALPAE's Information Officer must be registered before acting in that role.

16. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in law, website functionality, organisational practices, or operational requirements. Where changes are material, we will provide notice on the website or, where appropriate, notify registered members by email.

The current version of this Privacy Policy will always be available on this page, together with its effective date.

This Privacy Policy should be read together with the YALPAE Terms of Use, the YALPAE Data Protection, Privacy & Intellectual Property Policy, and the YALPAE PAIA Manual.