

Nipas Privacy Statement.

This privacy statement explains how your personal information is collected, secured and how it is used during the processing of applications in order to provide you with an electronically issued document. This statement shows our commitment to comply to the Protection of Personal Information Act 4 of 2013 (“POPI”).

About the Company

NIPAS was developed by Marsel IT, a family owned business operating out of Cape Town. The primary focus of the company is to develop a system that would elevate the frustrations experienced when manually applying for Biodiversity related permits/licences in South Africa. Since 2015, Marsel IT has worked closely with the North West Department of Rural, Environment and Agricultural Development, as well as the Mpumalanga Tourism and Parks Agency in order to refine the system to its current state.

The type of information collected

Before applying for an application, the system requests you to complete a minimum set of personal information. This information is required by the officials before they can process and issue the applicant with a document. You have full access to all your personal information and can at any time change or remove your information. You have the right to request a copy of all your personal information, and you have the right to ask us to change or delete your personal information. You will have to provide proper identification prior to making such a request. We will not retain your personal information longer than needed, unless required to do so by law.

The electronic signature

Only you have access to the signature that you uploaded. The signature is inserted onto the final document being issued. You can at any time change or remove your signature as you desire.

How applications are processed

After completing the minimum set of personal information required, you can start a new application. Based on the type of application you are applying for, you will have to complete additional information on each application step. After completing the application steps, you will have to read through and agree to the conditions pertaining to the type of application you are applying for. After agreeing to these conditions, you can submit your application. Once your application is submitted, it will go through several steps of processing before being issued. For example

- Step 1 : Receive & Validate
- Step 2 : Physical Inspection / Biodiversity Recommendation
- Step 3: Scientific Recommendation
- Step 4: Final Decision
- Step 5: Drafting
- Step 6: Issuing

During each step, only the designated officials for that step are authorised to access the application in order to process the application and move it on to the next step. Once all steps are completed and the document has been issued, none of the officials have access to the application data any longer, and you will receive an electronically issued document.

Application processing notifications

While your application is being processed, the system will send you emails informing you of the progress made on your application. Once your application has been completed, you won't receive any further notifications.

Non-disclosure of information

Your information will never be disclosed to any third party, unless required to do so by law or for the purpose of criminal investigation.

Information Security

Multiple security policies are in place to ensure that all information is protected from unauthorized access. The policies cover:

- Physical access to the hardware hosting the system.
- Logical access to the servers and network.
- Controlled system access to all information used to process applications.
- Secure communication between the clients and the servers.
- Full audit of all information accessed.
- Encryption of selective sensitive information.

How to contact us

If you have any further questions, please contact us at support@nipas.co.za