



basic education  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA



EMPOWERVATE

## YOUTH CITIZENS ACTION PROGRAMME

### **What is the Youth Citizen Action Programme (YCAP)?**

The Youth Citizens Action Programme (YCAP) is a thirteen year old youth development programme that empowers, skills and motivates new generations of active citizens. The programme is powered by Empowervate Trust (NPO 132-121) in collaboration with the National Department of Basic Education.

### **Why Principals and SMTs should promote YCAP in their schools**

All schools or communities have some social, environmental, educational and economic challenges. Many of these issues can be solved from a ground-up approach by giving learners the opportunity to brainstorm solutions, and to give them a sense of ownership to ensure the problems are solved.

Giving learners the opportunity of becoming agents of change with positive values is a positive way to boost their confidence and self-esteem as well as development of practical skills, such as:

*Communication, Organization, Project management, Team work, Leadership, Time management, Discipline, Commitment, Perseverance, Public speaking and Information Technology*

Participating in the YCAP programme will assist in creating a team of proactive learners in the school who are positive role models for other learners. The added benefit is the prize money at national level for the YCAP team to expand their project or start a new one. YCAP is powered by Empowervate and endorsed by and implemented in collaboration with the Department of Basic Education, and Provincial and District Departments of Education.

### **RCLs and SRCs can also use YCAP as a leadership programme**

Yes, this is a great platform because it is a practical programme that will upskill learners in project management, leadership, public speaking, IT, time management and positive values.

### **Where does this programme fit in the curriculum?**

YCAP fits most naturally into Economic Management Science and Life Orientation. The programme encourages a problem-solving and values-driven mindset, which is the precursor to social entrepreneurship. Since there is a major unemployment problem for youth in our country, this is one important solution.

### **Why teachers will want to lead a YCAP programme**

Teachers also gain the abovementioned skills such as project management and presentations. Many teachers also find that they learn so much from their learners through this ground-up approach. Teachers have the benefit of being coaches to their YCAP teams, which builds morale and positivity in the school. Teachers get the opportunity to attend the district level competition with their learners and the teachers receive certificates of participation. If the teams get through to provincial level and then national level, the teachers get prizes as well.

The commitment that we are asking teachers to make is to be a coach for your YCAP team - to guide them along the YCAP journey and motivate them to persevere and strive to succeed in making a positive impact on their school, community and themselves.

## **How to get involved**

The teacher who will mentor the team for the YCAP project will recruit teams from Grade 5 to 11. They will submit the application form and then receive the YCAP Toolkit which has the Teacher's and Official's Guide that explains the rules, competition and timelines as well as the step-by-step instruction glossy magazine on how to run the project. The programme will empower and motivate the teams to be active citizens and change agents.

You are never too young (or old) to make positive changes in your school or community. This programme will give you the tools to show you how to make these changes and you will be recognized and rewarded for your efforts – you'll be the new positive role models in your school and community.

You will have a district showcase event where you can share the learnings and positive impact your team made, and you can strive to take your team to the provincials and even nationals where you'll represent your province and ultimately our country as young leaders, but just by participating and completing your project you are already winners because you made positive changes to challenges in your school or community. \*The events may be online or in-person – TBC.

## **How do we get started?**

Complete the application form below and send it to your DBE district official and Empowervate

You will then receive the YCAP Toolkit and Guidelines from your district official or Empowervate. If you do not receive the email or physical copy more than two days after submitting your form please email [info@empowervate.org](mailto:info@empowervate.org) and your district official. You should look for a YCAP workshop recording on Empowervate's youtube channel or attend one in your district. Ask for help from your district official or Empowervate. Submit your portfolio for the first round, then add an oral presentation too if you make it to the next round. The final round is Nationals for one provincial winning team per age category.

## YCAP School Application Form 2023

*Entries close 31 May 2023 – Nationals mid-October*

Name of School			
Province			
District			
School telephone nr			
School e-mail address			
School Physical Address			
Educator details	Title	First and Last Name	
Educator cell numbers	Phone number		Whatsapp number
Educator e-mail address			

Please mark the below with an 'x'

CATEGORY		Junior (Gr 5-8)		Senior (Gr 9-11)	
Years of participation	1 <sup>st</sup> year	2 <sup>nd</sup> - 4 <sup>th</sup> year	5 <sup>th</sup> year or more		
Number of teams participating in the school (one team minimum)					
School area	City	Township	Rural		
Is your School	Fee paying	Non-fee paying	Independent		

### HOW TO RECRUIT THE TEAMS

YCAP teacher mentors may hold auditions to choose the team members, or the grade or class may be split into groups of 4 learners in each team. Then then the school chooses the team whose project is most impactful to represent the school at the competitions. These are the leaders of the project, but they must recruit other learners, teachers, SMT, SGB, parents, local businesses and the media to assist them in getting their project actions implemented.

### YCAP Team 1

Project Topic						
First Name		Last Name		Gender	Cell Number	ID number
1						
2						
3						
4						

### YCAP Team 2

Project Topic						
First Name		Last Name		Gender	Cell Number	ID number
1						
2						
3						
4						

### YCAP Team 3

Project Topic						
First Name		Last Name		Gender	Cell Number	ID number
1						
2						
3						

4				
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YCAP Team 4				
Project Topic				
First Name	Last Name	Gender	Cell Number	ID number
1				
2				
3				
4				

YCAP Team 5				
Project Topic				
First Name	Last Name	Gender	Cell Number	ID number
1				
2				
3				
4				

Please add more tables if you have more than 5 teams. Indicate which team will represent the school at the district event by contacting your district official and Empowervate before the district elimination

We, the undersigned, hereby, -

- have read and understood Empowervate’s Privacy Policy, and in particular warrant that we have obtained the necessary consents from the applicable parents and/or guardians of the abovementioned children to share the child’s personal information with Empowervate and that the parents and/or guardians have consented that photographs and videos may be taken of their children during the YCAP Programme for the purpose of marketing the YCAP Programme;
- agree that neither Empowervate nor the organisers of the YCAP Programme will be held liable for any loss, damage, injury, delays, or whatever accidents may happen during the preparation for and participation in YCAP at a school, district, provincial and national level

YCAP Mentor Name		Signed	
Principal Name		Signed	
Date		School Stamp	

Please send the completed form to your DBE district official AND Empowervate ([info@empowervate.org](mailto:info@empowervate.org) or fax 086 228 8034)

You should receive your YCAP Toolkit magazine and Teacher’s and Official’s Guide from your district official or by e-mail or courier from Empowervate within 10 days of submitting this application form. Please contact Empowervate if you have not received this information – 0878027356 [info@empowervate.org](mailto:info@empowervate.org)

# EMPOWERVATE TRUST

## PRIVACY POLICY

### 1 INTRODUCTION

- 1.1 The Empowervate Trust recognise the importance of protecting your privacy and personal information. The purpose of this privacy policy ("**Privacy Policy**" or "**Policy**") is to protect your privacy and to comply with the Protection of Personal Information Act, No. 4 of 2013 ("**POPI**").
- 1.2 Any capitalised terms used in this Privacy Policy and that are not defined shall have the meaning given to such terms in POPI.
- 1.3 We, the Empowervate Trust, a trust registered in accordance with the laws of the Republic of South Africa ("**Empowervate**", "**we**" or "**us**") are the "responsible party" for purposes of POPI in respect of all the personal information you submit to us (i) via the website <https://www.empowervate.org/> ("**Website**"), and/or (ii) in any correspondence and/or communication with us, and/or (iii) as part of our Youth Citizen Action Programme (YCAP) programme (the "**Programme(s)**"), and/or (iv) as part of any of our services to you.
- 1.4 By visiting our Website, partaking in the Programme or using any of our services, you agree to your personal information being processed in the manner set out in this Privacy Policy.
- 1.5 This Privacy Policy describes how we collect, use, store, process, and share your information in relation to this website. This Policy covers our treatment of information that is gathered by this website, including personally identifiable information or personal. This Policy does not apply to information collected by third party websites or services, or personal data collected in the context of employment.

### 2 INFORMATION WE MAY COLLECT FROM YOU

- 2.1 When you visit the Website, we may collect certain information that is not personal information such as your Internet Protocol ("**IP**") address (see paragraph 7.1 below), operating system, browser type, and internet service provider. This type of information does not identify you personally.
- 2.2 We collect the following personal information from you:
- 2.2.1 information that you provide by filling in forms on the Website. This includes information (such as your name, surname, physical address and email address) provided during the course of donating to Empowervate and when purchasing items from our online shop;
- 2.2.2 if you are an educator downloading the application form for our Programme, you may be required to submit information such as the name of the school, the province in which it is located, the school's contact details, your own personal information, including your contact information, and other details about yourself and the school;
- 2.2.3 if you wish to volunteer and download the relevant application form, you may be required to submit personal information such as your date of birth or identity number, gender, details of your parent(s) or guardian(s) if you are a minor, a copy of your curriculum vitae, your contact details and other personal information;
- 2.2.4 if you nominate yourself or someone else for an award, such as the YCAP Change Agent for Sustainability Award, you may be required to submit the nominee's and/or your own personal information such as an identity number, school and contact information such as an email address and cellphone number;
- 2.2.5 from time to time, we may ask you to provide information relating to protected characteristics, such as your race or marital status;
- 2.2.6 if you contact us, we may keep a record of that correspondence;
- 2.2.7 we may also ask you to complete user satisfaction surveys that we use for research purposes, although you do not have to respond to them;
- 2.2.8 if you would like to subscribe to our newsletter, we will ask you to provide us with your name and surname, physical address, email address and your country of residence; and
- 2.2.9 details of your visits to our Website (including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise) and the resources that you access.
- 2.2.10 Our Website also allows you to set up a user account. You will be asked to register a username and password so that you can gain secure access to your account.
- 2.3 The supply of your personal information is voluntary, however you acknowledge that we cannot make certain services available to you and/or efficiently facilitate your application for and/or participation in the Programme via the Website if you do not wish to supply such personal information.
- 2.4 **By continuing to use this Website, partaking in the Programme or using our services, you consent to the processing, collection, storage, and use of the personal information you provide for any of the Programmes and/or services that we offer and for the purposes set out in this Privacy Policy, and you consent to our collection of any changes or updates to such personal information collected by us, that you may provide. If you do not agree to the Privacy Policy, please do not use the Website or partake in the Programme.**
- 2.5 **Where you provide us with personal information relating to a third-party data subject (for example, details of an educator or details of a learner who is a minor), you warrant that you have obtained all necessary consents from such third party and/or their guardian(s) or parent(s) to the extent required by law, for you to share such personal information with us to process on your behalf.**

### 3 HOW YOUR INFORMATION IS USED AND DISCLOSED

- 3.1 If you wish to use our Website to download the application forms to volunteer or apply for our Programme, to donate, to subscribe to our newsletter or to contact us, we will need to collect basic information about you, including your personal information.

- 3.2 We use the personal information we collect from you for a number of purposes:
- 3.2.1 personalising the look and feel of the Website, to fit personal preferences which we have inferred from your usage of the site (see the and "Cookies" section for more information);
  - 3.2.2 processing your applications to the Programmes, and where required, passing your details on to a relevant third party who assists us with the applications for the Programme and/or the Programme itself, which means you may receive further direct correspondence from them;
  - 3.2.3 processing your donations (as applicable);
  - 3.2.4 to send you our newsletter where you have agreed to receive it;
  - 3.2.5 for equality monitoring purposes, to understand the diversity of our applicant pool (this information is anonymised and aggregated); and
  - 3.2.6 improving the service and Programmes we offer – for example you may be asked to complete one of our online satisfaction surveys.
- 3.3 We will only use your information in accordance with this Privacy Policy, or where we are required or authorised by law to disclose your information to others, or have your permission to do so.
- 3.4 We will not use your personal information for any purpose (other than as stated above) without your express consent. We will not use or disclose your personal information to third parties without your consent, unless the use or disclosure is –
- 3.4.1 required in order to comply with applicable law, order of court or legal process served on Empowervate; and/or
  - 3.4.2 disclosure is necessary to protect and defend the rights or property of Empowervate.
- 3.5 We work closely with trusted partners with whom we need to share personal information to help us run this Website and provide our services and Programmes.
- 3.6 We will share information only as anticipated within this Privacy Policy and wherever appropriate, try to limit disclosure to information in aggregated form, to avoid or limit identifying you personally.
- 3.7 We may also provide information to third-party service providers who process information on our behalf to help run some of our internal business operations including email distribution, IT services and customer services.
- 3.8 Your information may be shared with organisations located in other countries around the world. We only make arrangements to transfer data overseas where we are satisfied that adequate levels of protection are in place to protect any information held in that country or that the service provider acts at all times in compliance with applicable privacy laws. Where required under applicable laws we will take measures to ensure that personal information handled in other countries will receive at least the same level of protection as it is given in this Privacy Policy.
- 3.9 You understand that we may disclose or share personal information with third parties as outlined above to operate the Website and provide our services and Programmes. If you are concerned about these arrangements you should not use the Website.
- 3.10 We will be entitled to disclose your personal information to those of our affiliates, agents, advisors, employees and/or third-party service providers and suppliers who assist us to interact with you via our Website, mobile communications and/or email, and thus need to know your personal information in order to assist us to communicate with you properly and efficiently. We will ensure that all such employees and/or third-party service providers having access to your personal information are bound by appropriate and legally binding confidentiality and non-use obligations in relation to your personal information.
- 3.11 On rare occasions, we may be required to disclose your personal information due to legal or regulatory requirements. In such instances, we reserve the right to disclose your personal information as required in order to comply with our legal obligations, including but not limited to complying with court orders, warrants, subpoenas, service of process requirements or discovery requests.
- 3.12 We may also disclose information about our users to law enforcement officers or others, in the good faith belief that such disclosure is reasonably necessary to enforce this Privacy Policy, respond to claims that any content violates the rights of third parties; or protect the rights, property, or our personal safety or the personal safety of our users or the general public.

## 4 COMMUNICATIONS FROM US

- 4.1 Where you have indicated that you would like to receive newsletter(s) from us, we may send email alerts and bulletins to inform you about our services, Programmes and news.
- 4.2 You can also unsubscribe from receiving electronic marketing messages by following the "unsubscribe" instructions included in our communication (and you may change your preferences and cease receiving direct marketing from us through your account settings).

## 5 PROTECTION OF YOUR PERSONAL INFORMATION

- 5.1 We recognize that protecting your privacy is important to you. For this reason, we are committed to protecting the personal information you provide in a variety of ways.
- 5.2 We will –
  - 5.2.1 treat your personal information as strictly confidential;

- 5.2.2 take appropriate technical and organisational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;
- 5.2.3 promptly notify you if we become aware of any unauthorised use, disclosure or processing of your personal information;
- 5.2.4 provide you with reasonable evidence of our compliance with our obligations under this Privacy Policy on reasonable notice and request; and
- 5.2.5 upon your request, promptly return or destroy any and all of your personal information in our possession or control.
- 5.3 We will not retain your personal information longer than the period for which it was originally required, unless we are required by law to do so, or you consent to us retaining such information for a longer period. Where your information is no longer required, we will ensure it is disposed of in a secure manner and, where required by applicable law we will notify you when such information has been disposed of.
- 5.4 If you register an account with us, please do keep your details up to date and notify us of any changes to the personal information. You can do this by updating your user preferences through your account login or by contacting us using the details set out in paragraph 8.4 below.

## 6 STORAGE AND SECURITY OF YOUR PERSONAL INFORMATION

- 6.1 We will do our best to protect your personal information, and we will use technology that will help us to do this, however, the transmission of information via the internet is not completely secure and we cannot guarantee the security of your information transmitted to our Website. Any transmission of your information to our Website is entirely at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.
- 6.2 Where you have a user account with us and accordingly a password which enables you to access certain parts of our Website, you are responsible for keeping that password confidential. Please do not share your password with anyone.
- 6.3 You hereby consent to the transfer, storage or hosting of your personal information on servers outside of South Africa. We will at all times ensure that appropriate security safeguards are in place to secure and protect such personal information.

## 7 COOKIES AND IP ADDRESSES

- 7.1 We may collect information about your computer including, where available, your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.
- 7.2 We may use cookies to manage our users' sessions and to store preferences, tracking information, and language selection. Cookies may be used whether you register with us or not. "Cookies" are small text files transferred by a web server to your hard drive and thereafter stored on your computer. The types of information a Cookie collects include the date and time you visited the Website, your browsing history, your preferences, and your username.
- 7.3 In some instances, our third-party service providers may use Cookies on the Website. We cannot control or access Cookies used by third-party service providers. This Privacy Policy covers only Cookies used by us, and not any Cookies used by third parties.
- 7.4 Cookies enable us to:
  - 7.4.1 estimate our Website's audience size and usage pattern;
  - 7.4.2 store information about your preferences, which allows us to customise the Website according to your individual interests;
  - 7.4.3 speed up your searches; and
  - 7.4.4 recognise you when you return to the Website.
- 7.5 You have the ability to either accept or decline the use of Cookies on your computer, whether you are registered with us or not. Typically, you can configure your browser to not accept Cookies. However, declining the use of Cookies may limit your access to certain features of the Website. For example, you may have difficulty logging in or using certain interactive features of the Website.

## 8 ACCESS RIGHTS

- 8.1 In some jurisdictions you may have the right to request copies of your personal information which is within our custody and control together with details about how we use that information. If you think any of the personal information we hold about you is inaccurate, you may also request us to correct it. You may also have a right, in certain circumstances, to require us to stop processing your personal information.
- 8.2 In relation to all of these rights, please email or write to us at the address set out in paragraph 8.4 below. Please note that we may, where permitted under applicable law, charge a small administrative fee and/or request proof of identity. We will respond to your requests within all applicable timeframes.
- 8.3 In certain circumstances (for example where required or permitted by law) we might not be able to provide you with access to some of your Personal Information, but where appropriate we will notify you of the reasons for this.
- 8.4 You may request access to the personal information that we collect from you by sending an email to us at [info@empowervate.org](mailto:info@empowervate.org).
- 8.5 You also have the right to lodge a complaint with the information regulator if you think we are in breach of any applicable data protection legislation. The office of the information regulator's details are as follows –

Website: <http://justice.gov.za/inforeg/>

Tel: 012 406 4818

Fax: 086 500 3351

Email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

## 9 THIRD PARTIES

- 9.1 This Privacy Policy applies to this Website. If you click on the links to third-party websites, such as those used to make donations to Empowervate, you leave the Website. We are not responsible for the content of these third-party websites or for the security of your personal information when you use the third-party websites. These third-party service providers and third-party websites may have their own privacy policies governing the storage and retention of your personal information that you may be subject to. They may also collect information that is not personal information such as your IP address, browser specification, or operating system.
- 9.2 This Privacy Policy does not govern personal information provided to, stored on, or used by these third-party service providers and third-party websites. We recommend that when you enter a third-party website, you review the third-party website's privacy policy as it relates to how such third parties collect, process, store and protect your personal information.

## 10 GENERAL

- 10.1 You agree to provide accurate, truthful and current information, and not to impersonate or misrepresent any person or entity or falsely state or otherwise misrepresent your affiliation with anyone or anything. Failure to adhere to this requirement will entitle Empowervate *inter alia*, to terminate your use of the Programme, Website and/or services.
- 10.2 You may access, remove, review, and/or make changes to personal information that you have provided to us. If you register, we may send you certain notifications and advertisements. We may also send you any legally required notifications and certain notifications, including but not limited to, Programme or service-related notices or notices regarding a change to any of our policies. For example, we may send you a notice regarding server problems or scheduled maintenance to the Website. In order to opt-out of receiving these notices, you may need to deactivate your account. You can opt out of certain email communications from us including our marketing and promotional communications by emailing us at [info@empowervate.org](mailto:info@empowervate.org).
- 10.3 If this Privacy Policy or any provision in this Privacy Policy is regulated by or subject to POPI or other data protection legislation it is not intended that any provision of this Privacy Policy contravenes any provision of POPI or other data protection legislation. Therefore, all provisions of this Privacy Policy must be treated as being qualified, to the extent necessary, to ensure that the provisions of POPI or other data protection legislation are complied with.

## 11 NOTIFICATION OF CHANGES

We reserve the right to change this Privacy Policy from time to time, and in our sole discretion. We may send you a notice regarding material changes to this Privacy Policy, but we encourage you to frequently check this Privacy Policy for any changes. Your continued use of the Website, participation in the Programs or use of our services after any change in this Privacy Policy will constitute your acceptance of such changes.

## 12 HOW TO CONTACT US

If you have questions about this Privacy Policy, please contact us at [info@empowervate.org](mailto:info@empowervate.org), with "Privacy Policy" in the subject line, or write to us: Unit 2 21 Campbell Street Waverley 2090 Johannesburg