**Western Cape Climate Change Projects Database information form**

The database (which is publicly available on our website, [https://‌www.‌westerncape.‌gov.za/‌eadp/‌about-us/‌meet-chief-directorates/environmental-sustainability/climate-change](https://‌www.westerncape.gov.za/eadp/about-us/meet-chief-directorates/environmental-sustainability/climate-change)) includes projects that are focused on mitigation (reducing Green House Gas emissions) and adaptation (preparing for the impacts of climate change, reducing vulnerability to floods, heat, drought, etc.) and those that cover a mixture of both.

**Please note that all the questions in red are required entries, if these are not filled in the project will not be listed.**

**If you would prefer that some information in this form should be withheld from the public online database, please indicate this (please do not leave fields blank). Information from questions marked with an asterisk (\*) will not appear on the public online database.**

1. **Project name**
2. **Project description (*preferably* *200 words or less. Please note that the project description must explicitly state how this project contributes to climate change adaptation or mitigation.*)**
3. **WCCCRS-related Category (*please select, you can select more than one*)**

[ ]  Energy efficiency and demand side management

[ ] Renewable energy

[ ] The built environment: Critical infrastructure

[ ] The built environment: Waste minimisation and management

[ ] The built environment: Human settlements

[ ] Sustainable transport

[ ] Water security and efficiency

[ ] Biodiversity and ecosystem goods and services

[ ] Coastal and estuary management

[ ] Food security and Agriculture

[ ] Healthy communities

[ ] Air Quality

[ ] Disaster Risk Management

[ ] Spatial planning

[ ] Cross-cutting

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If the project generates electricity or reduces electricity use, please estimate how much is generated/reduced, in kWh\* (*Either the total amount of energy over the lifetime of the project, or the average energy per annum*)
2. **Project location (*Please list all municipalities where the project is taking place. If the project is province-wide, just enter “Western Cape”. If this is a national project which also occurs in the Western Cape, just enter “National”*)**
3. GPS coordinates\* (*In decimal degrees; if not applicable leave blank. This information will not appear on the public database*)
4. Project extent\* (*In km2 or ha; number of units of technology [e.g. solar water heaters] installed; or a verbal description e.g. “Fynbos biome”, “Table Mountain National Park”, etc.*)
5. **Project status (*Please select one*)**

[ ] Budget approved

[ ] Complete

[ ] Decommissioned

[ ] Feasibility stage

[ ] Ongoing / In progress

[ ] Operational

[ ] Policy approved

[ ] Under development

1. **Start and end dates of the project**
2. Budget\*
3. **Funders\***
4. **Lead institution\***
5. **Implementing agent\***
6. **Implementing sector / sphere (*Please select*)\***

[ ] Academia

[ ] District government

[ ] Local government

[ ] National government

[ ] NGO

[ ] Private sector

[ ] Provincial government

[ ] Public private partnership

1. Project website
2. Any additional relevant information about the project not captured previously\*
3. Supporting documents\* (*Please list document/file names and attach as annexures to this form*)
4. **Contact person (*Please complete in full; unless otherwise indicated only the contact name and email will appear on the public database. See the important information in Box 1 below*)**

Name:

Email:

Landline\*:

Cell phone\*:

Organisation\*:

Position\*:

| **Box 1: The Protection of Private Information Act, Act 4 of 2013 (POPI)** |
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| The Protection of Private Information Act (POPI) defines contact details about a living natural person as private information (PI); therefore, all information that is collected under question 18 of this document must be handled as prescribed in POPI.* All processing (in this case, collecting contact details) must be lawful and PI may only be processed if it is adequate, relevant and not excessive given the purpose for the processing. For the purposes of maintaining the database, we believe that the collection of contact details is relevant and necessary in order to allow us to correspond with project managers in order to keep the database up to date. Various different types of contact details are collected to allow us to contact managers even in cases where some of the contact details (e.g. email) become out of date.
* PI must be collected for a specific, explicitly defined and lawful purpose related to a function or activity of the responsible party (in this case the Directorate: Climate Change). The responsible party must take steps to ensure that the data subject (in this case the contact person mentioned in question 18) is aware of the purpose for which the PI is being collected. Contact information is collected for the purpose of maintaining and verifying the database.
* Any further processing of PI (in this case, modifying or deleting the contact information in the database) must be compatible with the initial processing purpose.
* The responsible party must take reasonable and practicable steps to ensure that the PI is complete, accurate and not misleading, taking into account the processing purpose.
* Prescribed information must be provided to the data subject (in this case the contact person in question 18) by the responsible party – this includes what information is being collected, the name and address of the responsible party and the purpose of the collection. The address of the Directorate: Climate Change can be found on pg. 1 of this document; the purpose of the data collection has been explained.
* The responsible party must secure the integrity and confidentiality of all PI in its possession or under its control by taking appropriate, reasonable technical and operational measures to prevent loss of, damage to or unauthorised destruction of PI and unlawful access to or processing of PI. Security measures and protocols are in place to protect data held by the Western Cape Government from unauthorised access.
* A data subject has the right to request a responsible party to confirm whether or not the responsible party holds PI about the data subject and request from the responsible party the record or a description of the PI held, including information about the identity of all third parties or categories of third parties who have, or have had access to the PI. The data subject may request the responsible party to correct or delete PI that is inaccurate, irrelevant, excessive, out of date, incomplete or misleading. The contact person is welcome to request a record of their PI held by the Directorate: Climate Change, the category of third parties this information has been shared with (which in this case is the name and email address of the contact person, shared with the general public), as well as requesting us to edit or delete the PI, at any time. **Please note that the name and email address of the contact person will appear on the public online database unless it is explicitly requested that we withhold this information**.
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