

**INTRODUCTION**

- This Privacy Policy aims to inform you about how SAGEA will treat any personal information that it may have about you and how you can access your personal information.
- SAGEA respects your personal information and your right to privacy. We will take all reasonable measures, in accordance with this Policy, to protect your personal information and to keep it confidential.

**DEFINITIONS AND INTERPRETATION**

- “Personal Information” means information relating to an identifiable, living, natural person and where it is applicable, identifiable, existing juristic person, including all information as defined in section 1 of the Protection of Personal Information Act 4 of 2013 (“POPIA”).
- “Processing” means the creation, generation, communication, storage, destruction of personal information as more fully defined in POPIA.
- Please refer to POPIA for further definitions and information on the types or categories of personal information

**DATA SUBJECTS AND PERSONAL INFORMATION**

- SAGEA collects general personal information which is necessary for it to carry out its services and other activities offered to you. The following table outlines the categories of data subjects and personal information:

Data Subject	Personal Information
SAGEA Members	Name, contact details, email, physical and postal addresses, company details, designations, professional experience, work experience and qualifications, race, and gender demographics. Other information may be provided voluntarily at the discretion of the member.
Employees and Directors	All applicable employee and director information required to be kept in terms of the requirements under the Companies Act and Labour legislation and business operations. External parties shall not have access to such Employee/Director information unless SAGEA is directed to share this information with applicable court orders or legal reasons.
Suppliers	Company name, address and contact details, banking details, VAT number and BEE certificate/level information.
Stakeholders and Event/Training attendees	Name, contact details, email, physical and postal addresses, company details, designations, professional experience, work experience and qualifications, race, and gender demographics. Other information may be provided voluntarily at the discretion of the event/training attendee.
Website visitors	General website page analytics and usage information through the use of cookies; as well as in some instances website username and contact details for access to specific services not freely available to the general public.

## **PURPOSE FOR COLLECTING PERSONAL INFORMATION**

- SAGEA collects personal information for the following purposes and will ask for your permission before it uses your personal information for any purpose not disclosed below or unrelated to SAGEA services and the ordinary course of business:
  - To provide you with services offered and requested.
  - To understand your specific needs and requirements, and in order to improve the SAGEA membership benefits and services.
  - To provide you with SAGEA communications in relation to the services being rendered, and keeping you informed of sector related updates.
  - To provide you with SAGEA related marketing material due to your past interaction and use of the SAGEA services.
  - To ensure payment to suppliers for services procured.
  - For health and safety purposes.
  - For statistical, historical and/or reporting purposes.
- The personal information collected is used only by SAGEA and its officers/employees in the rendering of its organisational purpose and services. Only in instances where the sharing of personal information to recipients outside of SAGEA is necessary in order to fulfil a SAGEA obligation or service, will such information be provided.

## **UPDATING AND CORRECTION OF PERSONAL INFORMATION**

- It is your responsibility to ensure that the personal information provided to SAGEA is true, correct, and accurate at all times. You may update or correct your personal information at any time either yourself via your online profile, via email communications to SAGEA (cathy.sims@sagea.org.za) or through completing and sending Form 1 included herewith as Annexure A.
- SAGEA does not vet or check the information provided to it, and thus will not be held responsible for any incorrect or outdated information it may have on record.
- You may request the deletion of your personal information by submitting Form 2 included herewith as Annexure B. Deleting your personal information may impact the services being used, offered or access there to. SAGEA will not delete personal information if record retention is required by law or other regulatory obligations.

## **PERSONAL INFORMATION SHARED TO THIRD PARTIES**

- SAGEA will not sell, rent, or share your personal information to unauthorised third parties for their independent use without your consent. SAGEA may release your personal information to a party if it believes that we are required by law or by a court or statutory body to do so.
- SAGEA will also disclose your personal information we believe that it is necessary to prevent or lessen any unlawful or harmful actions and to protect and defend legitimate business interests, rights, or property of SAGEA.
- As part of the membership services and benefits provided to Members, SAGEA may be required to provide third party service providers with minimal Member personal information (such as for example: name, membership number, contact details) in order to provide such membership services and benefits.
- Personal information provided to third party service providers for such purposes, will be limited to only that information which is absolutely necessary in order for the Member to enjoy such benefit which he/she is entitled to.
- No further information will be provided, and third-party service providers are prohibited from using Member details for any other purpose other than providing the approved membership services and benefits or for statistical and historical purposes.

## **PERSONAL INFORMATION HELD BY OR DISCLOSED BY YOU TO THIRD PARTIES**

- If you choose to disclose any personal information to a third party, such as a SAGEA service provider or business partner or anyone other than SAGEA, you must be aware that SAGEA does not regulate or control how that third party uses your personal information. You should always ensure that you read the privacy policy of any third party.

## **STORAGE OF PERSONAL INFORMATION AND RETENTION THEREOF**

- Personal information is stored on SAGEA's servers located onsite and, in the cloud, (which in this case may be hosted outside of South Africa) which is accessed by SAGEA officers/employees only. Personal information will only be retained for so long as necessary to carry out the function, services required and/or for historical and statistical reporting by SAGEA.
- Personal Information no longer required for the purposes of rendering services to you will be destroyed. SAGEA undertakes to ensure that personal information shall not be stored for longer than 5 years, unless required to do so by law or other regulatory obligations and/or for historical record purposes.
- Membership records, Service Agreements, training attendance records and personal information related thereto shall be kept for SAGEA indefinitely. The purpose of which is to ensure a continuous and accurate record of your membership and continuous professional development/training history.

## **TRANS-BORDER FLOW OF PERSONAL INFORMATION**

- Your personal information may be stored on servers located outside of South Africa due to SAGEA's Association Management System. SAGEA however undertakes to ensure that service providers used for such cloud servers and/or services are obliged to comply with the highest standards of data protection to ensure the security of your personal information.

## **LINKS ON EMAIL COMMUNICATIONS AND/OR WEBSITES**

- SAGEA is not responsible for the content or the privacy policies of websites of other organisations to which it may link.
- The use of other third-party websites and content is at your sole discretion. This Policy applies solely to information collected by SAGEA.
- SAGEA is not responsible for any representations or information or warranties or content on any website of any third party (including websites linked to SAGEA website).
- SAGEA does not exercise control over third parties' privacy policies, and you should refer to the privacy policy of any third party to see how such party protects your privacy.

## **PROTECTION OF PERSONAL INFORMATION**

- SAGEA values the information that you choose to provide to us and will therefore take reasonable steps to protect your personal information from loss, misuse, or unauthorised alteration.
- When you use the services or facilities provided by SAGEA, you may be given an access number, username, and password. You must always keep your username and password a secret and ensure that you do not disclose it to anyone.
- SAGEA shall not be held responsible for personal information accessed as a result of you providing someone your SAGEA profile username and password.

- Upon your request SAGEA will provide you with its records of the personal information you provided to us. For security reasons, this information will only be sent to the e-mail address on file for the subscriber username and password associated with it.
- If you wish to object to SAGEA processing your personal information, please complete Form 1 included herewith as Annexure A and submit via email to [cathy.sims@sagea.org.za](mailto:cathy.sims@sagea.org.za).
- Objecting to the processing of your personal information, may result in services being stopped, access or implementation issues and/or other service inefficiencies and communications.

#### **ACCESS TO PERSONAL INFORMATION HELD BY SAGEA**

- See reference the SAGEA PAIA Manual for detailed information around your rights to access information held by SAGEA and applicable steps to follow.

#### **CHANGES TO THIS POLICY**

- SAGEA may change this Policy at any time. The most current version of this Policy will be displayed on the SAGEA website. If you use this website or any of the services or facilities offered by SAGEA after SAGEA has displayed a change to this Policy, you will be deemed to have read and agreed to the change.

#### **APPLICABLE LAWS**

- This Policy will be governed by the laws of the Republic of South Africa. Specifically, SAGEA undertakes to comply with the provisions of POPIA and the Promotion of Access to Information Act No.2 of 2000 ("PAIA").
- In so far as SAGEA collects and uses personal information relating to European Citizens (who may elect to be SAGEA Members or attend SAGEA events), SAGEA undertakes to uphold and comply with the data protection obligations in terms of the General Data Protection Regulation (GDPR) (EU) 2016/679 so far as it applies to SAGEA and in a proportional manner based on the type and amount of information held.

#### **JURISDICTION**

- You consent to the jurisdiction of the South African courts for any dispute which may arise out of this Privacy Policy.

#### **USEFUL LINKS**

- Promotion of Access to Information Act No.2 of 2000 - <https://www.gov.za/documents/promotion-access-information-act>
- Protection of Personal Information Act 4 of 2013 - <https://www.gov.za/documents/protection-personal-information-act>

**FORM 1**  
**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF**  
**SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.**  
**4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**  
[Regulation 2]

*Note:*

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number / E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number/ E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i></b>


Signed at ..... this ..... day of .....20.....

.....  
*Signature of data subject/designated person*

## FORM 2

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR  
DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF  
SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.  
4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**  
[Regulation 3]

*Note:*

1. *Affidavits or other documentary evidence as applicable in support of the request may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

**Request for:**

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

<b>A</b>	<b>DETAILS OF THE DATA SUBJECT</b>
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number/E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	

Fax number/ E-mail address:	
<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED</b>
<b>D</b>	<b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY ; and or</b> <b>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</b> <i>(Please provide detailed reasons for the request)</i>

Signed at ..... this ..... day of .....20.....

.....  
*Signature of data subject/ designated person*