

OTASA MEMBERSHIP PRIVACY NOTICE

NOTIFICATION TO CURRENT OTASA MEMBERS FOR PROCESSING OF PERSONAL INFORMATION

This notice provides information to OTASA Members with respect to the collection and processing of your personal information by the Occupational Therapy Association of South Africa for the purposes of your membership.

1. Introduction

1.1. In order to manage the member relationship between yourself and the organisation we need to collect and process certain personal information about you, including special personal information as defined in the Protection of Personal Information Act 4 of 2013 ("POPIA"). We respect your privacy and will protect your personal information, as set out in our **Data Protection Policy**.

Under these data protection principles, the organisation is required to demonstrate any personal information in its possession or under its control, is –

- Processed lawfully and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Kept for no longer than is necessary where data subjects are identifiable
- Processed securely and protected against accidental loss, destruction or damage

1.2. For purposes of this Notice, "processing" refers to processing as defined in the Protection of Personal Information Act and includes activities such as the collection, receipt, recording, organisation, collation, storage, updating, modification, retrieval, alteration, consultation, use, dissemination, transmission, distribution, merging, linking, blocking, degradation, erasure, archiving, retention or destruction of the personal information.

1.3. You are hereby notified that the personal information as provided to the organisation herein or otherwise, will be collected and processed by it as envisaged in POPIA. This includes information about you for administration, any legal requirements, and for the organisation to protect our legal position in the event of any legal proceedings. Personal information may also be processed in the pursuit of our legitimate business interests, but should always be balanced with your privacy rights.

1.4. We are entitled to lawfully process your personal information, without your consent, in the following circumstances:

1.4.1. When the processing complies with a legal obligation or is imposed by law, including laws and other measures designed to protect or

advance persons disadvantaged by unfair discrimination; labour legislation, tax laws, etc;

1.4.2. In order to protect our legitimate interests (and yours), or that of any third party to whom the information is applied.

1.5. We may however require your consent to collect and process some types of personal and/or special personal information. Where your consent is required, this will be indicated below or you will be asked to sign a specific consent form for that purpose. Consent is always given freely and can at any stage be withdrawn.

2. Personal Information and Special Personal Information

2.1. "Personal information" includes information relating to —

2.1.1. race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth;

2.1.2. education or the medical, financial, criminal or employment history;

2.1.3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment;

2.1.4. biometric information;

2.1.5. your personal opinions, views or preferences;

2.1.6. correspondence sent by you that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

2.1.7. the views or opinions of another individual about you;

2.1.8. your name if it appears with other personal information or if it would reveal information about you.

2.2. "Special Personal Information" is sensitive information and includes:

2.2.1. your religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information; or

2.2.2. any criminal behaviour to the extent that such information relates to the alleged commission of any offence by you; or any proceedings relating to such.

3. Use and Protection of your Personal Information

- 3.1. We will not disclose your personal information to anyone, except as provided for in this document, if required by law. Further processing of your personal information may be done where it is compatible with the original purpose for which the information has been collected. If there is a requirement in the future to process your personal information for a purpose other than for which it was collected, we will provide you with notice and the information on that
- 3.2. We take all reasonable and appropriate measures to keep personal information secure – although absolute security cannot be guaranteed.
- 3.3. If we require to transfer your personal information outside of South Africa for the purposes as set out herein, we will take appropriate steps to determine and ensure that a similar level of protection applies.

4. Data rights

- 4.1. You are entitled to object to the processing of your personal information in the prescribed manner, or to withdraw consent which allows us to process the information if processing is not otherwise allowed and/or required in terms of the law.
- 4.2. Complaints regarding the processing and/or safeguarding of your personal information may be directed to the Information Regulator.

Questions can be referred to our Information Officer: Tiana Ferreria at otofficefin@otoffice.co.za