NOTIFICATION TO MEMBERS FOR PROCESSING OF PERSONAL INFORMATION (POPIA)

This notice provides information to Members (Data Subjects) with respect to the collection and processing of their personal information by the OTASA (the Responsible Party) for the purposes of considering their application for membership.

1. Introduction

1.1. In order to manage the membership relationship between yourself and OTASA 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 and related documents. These documents are available at https://otasa.org.za/news-events/

1.2. The personal information we intend to process, includes information about your identifying information, qualifications, professional registration which are necessary for the administration and management of your membership, to enable us to monitor and comply with membership requirements, any legal requirements, and for us to protect its 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.

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

1.3.1. When the processing complies with a legal obligation or is imposed by law, including laws and other measures designed to ensure Continued Professional Development (CPD), tax laws, etc;

1.3.2 In order to carry out contractual duties relating to your membership;

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

1.4 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 clearly and you may be asked to sign a specific consent form for that purpose. Consent is always given freely and can at any stage be withdrawn.

1.5 The information is primarily collected from you as the data subject, however it may be necessary to verify or collect certain information from third party sources, as may be appropriate and relevant to your membership.
2 Use and Protection of your Personal Information

2.3 The types, nature and categories of the personal information we intend to process, as well as the intended purposes, are as set out in Schedule 1 attached hereto. We also indicate where providing the personal information is voluntary or mandatory and the consequences if it is not provided or processed.

2.4 We will not disclose your personal information to anyone, except as provided for in this document, if required by law or as may reasonably be necessary for managing aspects of the membership relationship. 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 purpose and any other relevant information.

2.5 We will need to disclose your personal information to some of our staff, office-bearers and committees, where necessary, for them to do their jobs in relation to your membership. We may also need to involve third parties / share information with external service providers in order to perform certain governance- and/or processing functions, such as auditors, legal advisors, financial institutions, government departments, insurers, etc.

2.6 We take all reasonable and appropriate measures to keep personal information secure – although absolute security cannot be guaranteed.

2.7 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.

2.8 Personal information of Members is retained for the duration of membership or as may be necessary to fulfil the purpose identified unless it has been provided by consent and such consent is subsequently withdrawn. Some personal information must be retained for longer periods in terms of the law, financial records information that is the subject of pending legal action, etc. Once the retention period has expired, the personal information will be destroyed or de-identified in terms of our Retention Policy.

3 Data rights

3.3 As the data subject, you have the right to request access to your personal information held by us at any reasonable time and may request amendments to or deletion of the information if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, obtained unlawfully and/or no longer authorised to be kept.

3.4 You are also entitled to object, in some instances, 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.

3.5 Complaints regarding the processing and/or safeguarding of your personal information may be directed to the Information Regulator. However, Members should first follow our internal grievance / complaints procedure – details of which are available from Human Resources or the Information Officer.

Questions can be referred to our Deputy Information Officer: Raisibe Mokgokong compliance@otoffice.co.za