Southern African Association for Institutional Research (SAAIR)

POLICY ON THE PROTECTION OF PERSONAL INFORMATION (POPI ACT)	
Policy Number	1
Version	Version 1
Category	Operations
Date of Approval	10 December 2021
Date of Implementation	1 June 2021
Date of Review	4 or 5 years – 10 December 2021
Policy Custodian	SAAIR Coordinator/Office Administrator / POPI Information Officer
Applicability	This policy applies to all SAAIR permanent and contract employees, executive committee and members.
Approving Authority	SAAIR Executive Committee (Exco)

1. PURPOSE

1.1 The policy purpose and objective are to give effect to the provisions of POPIA to safeguard personal information balanced with the reasonable use of personal information.

1.2 SAAIR is responsible for registering persons in accordance with the constitution of the association. It collects and processes personal information. The policy sets out how SAAIR deals with members and registered persons' personal information and the purpose of the said information.

2. OUTCOMES / AIMS AND OBJECTIVES

The objective and goal of this policy are to:

2.1 Guarantee SAAIR's commitment to protecting the personal information of registered personsand members.

2.2 Ensure that members and registered persons' personal information in SAAIR's possession is adequately protected to avoid unauthorised access and use.

2.3 Undertake to protect the personal information of all SAAIR's Executive Committee members, members and employees. The personal information will be used appropriately, transparently, and securely under the applicable laws.

3. DEFINITIONS

In this document,

3.1 **"SAAIR"** means the Southern African Association for Institutional Research

3.2 **"POPIA"** means the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

3.3 **"Information Officer"** refers to the person registered with the Information Regulator who is responsible for ensuring that the organisation complies with the POPI Act

3.4 **"Data Subject"** means any person to whom the personal information relates.

3.5 **"Personal information"** means information about an identifiable individual including,but not limited to:

a) Information relating to the 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, identity document/passport number, phone number, email address, financial information, physical address, date of birth, criminal record, and private correspondence;

b) Information relating to the educational or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved; and

c) The individual's name, where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual.

3.6 **"Processing"** means any operation or activity or any set of activities, whether or not by automatic means, concerning personal information, including:

a) The collecting, receipting, recording, organising, collation, storing, updating or modification, retrieval, alteration, consultation or use;

b) Dissemination by means of transmission, distribution, or making available in any other form; or

c) Merging, linking, as well as restriction, degradation, erasure or destruction of

information.

3.7 **"Responsible party"** means a member of the public or private body or any other persons which, alone or in conjunction with others, determines the purpose of and means for processing personal information.

3.8 **"Registration"** refers to registration as a member of the association according to the constitution of the association

4. POLICY STATEMENTS AND POLICY DIRECTIVES

4.1 Rationale of Protection of Personal Information (POPI Act)

4.1.1 The Protection of Personal Information Act (Act 4 of 2013) (POPIA) gives effect tothe constitutional right to privacy, regulates how personal information may be processed, and provides rights and remedies to protect personal information.

4.1.2 POPIA applies to processing personal information in any form by a responsible party who is domiciled in South Africa or if not domiciled in South Africa, uses automated or non-automated means, unless the processing relates only to the forwarding of personal information.

4.1.3 The primary rationale of POPIA is to promote the protection of personal information and bring South Africa's privacy laws in line with international standards. It limits the rights of businesses and public bodies to collect, process, store, and share personal information and to only do so in line with the law.

4.2 Preamble to POPI Act policy

4.2.1 WHEREAS Section 14 of the Constitution of the Republic of South Africa (Act 108 of 1996) grants everyone the right to privacy, and the privacy right includes a right to protection against the unlawful collection, retention and use of personal information.

4.2.2 AND WHEREAS the Protection of Personal Information Act (Act 4 of 2013) regulates the manner in which personal information is processed by requiring responsible parties to safeguard personal information and process it responsibly.

4.2.3 NOW, THEREFORE, the Southern African Association for Institutional Research determines a policy on the protection of personal information collected and processed for registration purposes.

4.3 Lawful processing of information

POPIA sets out the following conditions for the lawful processing of information:

a) Duty by a public body.

b) Legal obligation to perform the processing of personal information.

c) Processing limitation – information may only be processed if it is adequate relevant and not excessive given the purpose for which it is collected.

d) Purpose specification – personal information must be collected for a specific, explicitly defined and lawful purpose related to the activity of the responsible party.

e) Further processing limitation – where information is received from a third party and passedon to the responsible party for further processing, the further processing must be compatible with the purpose for which it was initially processed.

f) Information quality – information must be complete, accurate, not misleading and updated where necessary.

g) Openness – the data subject must be informed when collecting information and the specific nature thereof.

h) Security safeguards - the responsible party must ensure the integrity of the personal information by taking measures to prevent the loss, damage or unauthorised destruction of the information.

i) Data subject participation – the data subject has the right to request a responsible person to confirm, free of charge, whether they hold personal information about them.

5. PROCEDURES

5.1 The personal information collected

5.1.1 In terms of section 9 of POPIA, personal information may only be processed if, given the purpose for which it is processed, it is adequate, relevant and not excessive. Consequently, SAAIR collects personal information for the following reasons:

a) Registration of persons who apply for registration as a member of SAAIR;

b) Registration of persons who apply for attendance to SAAIR events;

c) Personal information is collected for human resources, medical (for emergencies) and financial purposes, contractual relationships with third-party service providers who process personal data on behalf of SAAIR.

5.1.2 SAAIR collects personal information directly from data subjects. Examples of personal information collected from data subjects include but is not limited to:

a) SAAIR collects personal information for registration as a member

- Title (Prof/Dr/Ms/Mr/Mrs);
- Name and Surnames;
- University/Institution;
- Department;
- Position title;
- Postal Address;
- Email Address;
- Mobile number;
- Office number;
- Date of birth;
- Gender;
- Primary spoken language;
- Highest qualification earned; and
- List of related associations to which you belong

b) SAAIR collects employees' personal information

- Name, address, phone number, date of birth;
- Next of kin;
- Spouse/partner contact information;
- Curriculum Vitae;
- Letters of reference;
- Employment status and history;
- Academic records;
- Banking details;
- Income tax reference number and
- Salary information.

c) SAAIR collects the following information from the public or persons attending SAAIR events:

- Names, telephone numbers,

- Company/Institution & Department;
- Email addresses;
- Physical work address;
- Proof of payments;
- Designation; and
- Service provider personal information

5.2 How personal information is used

5.2.1 Members, Registered persons, Executive Committee members, and employees' personal information will only be used for purposes for which it was collected and intended. This includes:

- Registration;
- Continuing Professional Development;
- For audit and record-keeping purposes;
- Nomination of Executive Committee members;
- Communicating with registered members or persons;
- Employee contracts;
- Communication with employees;
- Employee personal information is used to establish, manage and terminate employment; and
- Analysis and review of service provider contracts, in terms of which personal information is processed for and on behalf of SAAIR.

5.2.2 According to section 10 of POPIA, personal information may only be processed if certain conditions are met, for instance:

- Consent is obtained to process personal information - in SAAIR's case, consent obtained during the registration, employment and entering into a service level agreement with service providers;

5.3 Disclosure of personal information

a) SAAIR may disclose personal information where it has a duty or a right to disclose in terms of applicable laws;

b) SAAIR may disclose personal information where it deems necessary to protect the association's esteem, dignity, and reputation.

c) SAAIR may disclose the Name and Surname of a registered person, their category of

registration, Institution, and registration status.

5.4. Safeguarding registered person's personal information

5.4.1 In terms of section 19 of POPIA, a responsible party must ensure the integrity and confidentiality of personal information in its possession or under its control by takingappropriate, reasonable technical and organisational measures to prevent: loss of, damage to or unauthorised destruction of personal information, unlawful access to orprocessing of personal information. POPIA requires that personal information shouldbe adequately protected to avoid unauthorised access. Therefore, SAAIR continuously reviews security controls and procedures to ensure that personal information is secured.

5.4.2 The following security controls are in place to protect personal information:

- Personal information is treated as confidential and not disclosed unless required by law;
- High-level Information Technology controls are in place to maintain the protection of personal information;
- High-level anti-virus programs;
- Access rights in place;
- Computer passwords in place;
- Assessment of data quality controls in place to ensure the accuracy and completeness of personal information;
- A third-party service provider is mandated to ensure the safeguarding of registered persons personal information;
- Personal information is stored at a third-party service provider who is subject to POPIA provisions in the Service Level Agreement which complies with section 21 of POPIA;
- Firewalls protect SAAIR internal hard drives;
- Employees of SAAIR sign confidentially agreements which is part of the employment contract;
- Hardcopy files are archived at a secured place;

5.5 Access and correction of personal information

a) Registered members have a right to request access to personal information in SAAIR's possession;

b) Registered members' personal information should be continuously updated.

5.6 Information Officer:

The details of the Information Officer:

Position: SAAIR Coordinator/Office Administrator

Name: Mrs Carin Strydom

Tel: 071 160 5458

Email: admin@saair.net

Physical Address: Somerset West, Western Cape

Postal Address: Somerset West, Western Cape

5.7 Amendment of the policy

Amendment to this policy will take place on an ad hoc basis or when needed. Members are advised to regularly update their personal information by sending an email to admin@saair.net

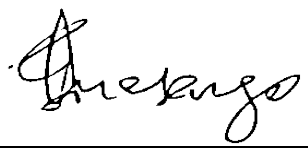
6. RELATED DOCUMENTS

6.1 Related documents:

1. The Constitution of SAAIR, as amended (https://www.saair-web.co.za/about-saair/)
2. The Constitution of the Republic of South Africa, 1996
3. The Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

7. AUTHORISATION

This Policy Document was approved by the Executive Committee of SAAIR on 10 December 2021 and signed by the President and Deputy President on behalf of the Executive Committee.

Name and Surname	**Dr Mxolisi Masango (SAAIR President)**
Signature	

Date	**20 January 2022**
Signature	**Ms Liile Lekena (SAAIR Vice-President)**
Date	**20 January 2022**

Version Control		
POPI Act Policy	**Policy No. 1**	
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