

THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING

PRIVACY NOTICE FOR THE PROTECTION OF PERSONAL INFORMATION

The South African Institution of Civil Engineering (SAICE) respects the right to privacy and confidentiality of our potential and existing members' personal information. We are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully, and transparently. This notice extends to all entities within SAICE.

Our Privacy Notice applies to all persons (both natural and juristic) whose personal information we collect, regardless of form and medium. This includes members, non-member participants, employees, customers, suppliers, service providers and other role-players. The Privacy Notice applies also to all our services and related website.

SAICE will maintain the confidentiality of your personal information and comply with the Protection of Personal Information Act, Act 4 of 2013 (POPIA) when processing your personal information.

This privacy notice is meant to help you understand how we collect, use, share and protect your personal information. SAICE subscribes to the conditions of the POPIA to make sure that you are always protected when supplying us with personal information.

The POPIA describes personal information as information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person.

The person to whom personal information relates is referred to as the "data subject".

SAICE may need to change or update this notice from time to time and reserves its right to do so at its discretion or in terms of any law. This version and any updated versions will be placed on our website and will be effective from the date of posting. Where practical, we will notify you of changes.

Who we are:

The South African Institution of Civil Engineering (SAICE) is the Voluntary Association for civil engineering professionals in South Africa.

Our aim is to promote growth, excellence, and sustainability in the industry. Through our divisions, branches, committees and panels, we aim to advance professional knowledge and improve the practice of civil engineering in South Africa.

Our purpose is to provide members with opportunities for professional development through continued learning opportunities and industry networking.

The type of personal information we collect:

The type of information we collect will depend on the purpose for which it is collected and used. We will only collect information that we need for that specific purpose. When personal information is collected, the Institution will indicate the purpose for the collection and whether the information required is compulsory or voluntary.

Examples of personal information include, but are not limited to, name, identity number, address, contact details, qualifications, registration with professional bodies and councils, registration numbers, employer, information relating to race, gender, age, and nationality.

How we get the personal information and what we use is for:

The personal information we process is provided to us directly by you for one of the following reasons:

- Application and registration of Members.
- Registration for Training Courses, Webinars and Events.
- Book and document purchases.
- Requests to nominate a professional for a service.
- Registration as a Vendor/Supplier.
- SAICE connect platform

SAICE does not receive any personal information indirectly from third parties.

We use the information that you have given us in order to:

- Maintain your Membership profile.
- Present CPD Training Courses, Webinars and Events.
- Market Training Courses, Webinars, Events, Books and Documents.
- Provide Technical documents and books to the industry.
- Procure goods and services for operational requirements.
- Determine our B-BBEE compliance status.

Sharing of your information is limited to transmitting or storing such information through, or on, electronic communication and storage infrastructure administered by third party service providers, which is subject to reasonable security safeguards. We have data processing agreements in place to ensure that they comply with the POPIA.

When will we process your personal information:

In terms of the POPIA, the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent.
- The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party.
- The processing complies with an **obligation** imposed by law on SAICE.
- The processing protects a **legitimate** interest of the data subject.
- The processing is necessary for the proper performance of a **public law** duty by SAICE; or
- The processing is necessary for pursuing the legitimate **interests** of SAICE or of a third party to whom the information is supplied.

How we store your personal information:

SAICE processes the data of data subjects in a proper manner and shall take appropriate security measures to prevent loss or damage of personal information, unauthorised access, disclosure, modification, or unauthorised destruction of the data. The Institution will store all the personal information in secured environments, for example on secured servers in a protected data centre.

We store your information according to our data retention policy.

We will notify you, and the Information Regulator, should we suspect that a data breach has occurred

Your data protection rights:

- You are entitled to access your personal data by sending a written request to privacy@saice.org.za
- You may also request SAICE to correct or supplement any of your personal data which we will undertake as soon as practicable.
- Request the destruction of your personal data. SAICE will consider your request in light of any other laws or regulations prohibiting us from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at privacy@saice.org.za if you wish to make a request.

Contact details:

Name: Sarlette Vermaak
Address: Block 19, Thornhill Office Park, Bekker Street, Vorna Valley, Midrand
Phone Number: 011 – 805 5947
E-mail: sarlette@saice.org.za

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at privacy@saice.org.za.

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)

33 Hoofd Street
Forum III, 3rd Floor Braampark
P.O Box 31533
Braamfontein, Johannesburg, 2017

Complaints e-mail: complaints.IR@justice.gov.za