



## **STIGTING VIR BEMAGTIGING DEUR AFRIKAANS (SBA) Privacy Policy**

### **1. Introduction**

Protection of personal information is of great importance to the SBA. We take note of the requirements as stipulated in the Protection of Personal Information Act (POPIA), 3 of 2014, and have set up this privacy policy in accordance.

This policy describes how the SBA processes personal information in our possession. Your personal information will not be used for any purposes other than what you have agreed to or without your consent. We will take all reasonable measures to ensure that the accuracy, integrity and confidentiality of personal information in our possession are protected against loss or damage and to prevent any unauthorised access.

### **2. What personal information do we process?**

We gather and process the personal information of persons according to the following categories:

- Employees;
- Members of the board and trustees;
- Project facilitators;
- Guests at SBA functions;
- Contractors and service providers;
- Visitors to the website and social media of the SBA;
- Sponsors and donors.

### **3. How do we collect your personal information?**

The SBA collects information when you:

- register for a project, albeit on paper or in digital format;
- contact us via email or our webpage;
- visit our webpage or social media profiles;
- sign a contract with the SBA for rendering a service or through a sponsorship.

#### **4. How do we use your personal information?**

The SBA collects and processes your personal information with the following objective:

- To manage your participation or support of SBA projects professionally.
- Effective administration of employee information.
- To adhere to any legal requirements applicable to the fulfilment of our activities.
- Use of statistics available from your visits and use of our website and social media profiles to enhance digital communication with you.

The SBA processes your personal information in the context of our internal administration and management of our projects, and your personal information will not be shared with third parties unless you have given consent or we are legally bound to do so.

#### **5. Security of information**

The SBA is bound by law, as set out in POPIA, to ensure that reasonable and necessary precautions are taken to protect your personal information. We commit to continuously assess the security measures in place to ensure that your personal information is safe.

#### **6. Your rights as a data subject**

Each data subject has certain rights according to POPIA, including the following:

- Right to be notified

Right to be notified that personal information is being collected or received and the purpose of this action.

- Right of access

Right of access to your personal information.

- Right to correct/improve

Right to request the correction, destruction, or amendment of personal information.

If you were to submit a request regarding these rights, we undertake to respond as soon as possible.

#### **7. Internet analysis**

7.1 The SBA uses our webpage and social media to share information regarding our activities. These social media platforms collect personal information from users. Take note that Twitter, Facebook and Instagram have their own privacy policies that operate independently from the SBA's privacy policy.

7.2 The SBA uses Google Analytics to analyse the number of visits to the webpage, time spent and pages viewed. No personal information is collected.

#### **8. How to contact us**

If you want to contact the SBA with regards to this privacy policy or your rights around personal information as set out in this document, please reach out to us by using one of the following channels:

Email: [admin@sbafricans.co.za](mailto:admin@sbafricans.co.za)

Tel. no: 063 758 6648