

## **Protection of Personal Information Policy**

This policy is aimed at addressing the Protection of Personal Information (POPI) Act, 2013.

This should be considered jointly and with regards to the Privacy Policy.

### **Application**

This policy applies to the TS&A Events in the following areas, in accordance with chapter 2 of the POPI Act:

- Processing of personal information in any form by a responsible party (the person who alone or in conjunction with others, determines the purpose of and means for processing personal information) domiciled in South Africa.
- Applicable regarding any suppliers/sub-contractors that the entity has made personal information available to.
- Applicable to the entity itself as a private body.

### **Conditions for lawful processing of personal information**

These conditions provide for the general processing of personal information and should be considered and applied holistically.

#### 1) Accountability:

- Identifies the responsible party as the party that determines the means of and the purpose for processing the information.
- The responsible party then remains responsible for the processing of information, regardless of having passed that information to a third party.
- Responsible party must ensure all conditions set out are complied with and is required to appoint an Information Officer (Terry Lourens), charged with safeguarding of personal information.

#### 2) Processing limitation:

- Personal information must be processed lawfully and process must be justifiable.
- Processing of information must be relevant, not excessive.
- Consent must be obtained by data subject for processing, who/which may object at any time to information being further processed.

- 3) Purpose specification:
  - Information must be collected for a specific purpose, relating to the activity of the responsible party.
  - Data subject must be aware of purpose for collection of information.
  - Records must not be retained for any longer than necessary for achieving the purpose.
  
- 4) Further processing limitation:
  - Further processing of personal information can only occur if the purpose thereof, is compatible with the initial purpose for collecting the information.
  
- 5) Information quality:
  - Responsible party must ensure information is complete, accurate and relevant.
  - Requires appropriate information security measures to safeguard information.
  
- 6) Openness:
  - Responsible party must notify the Regulator before personal information may be processed, unless a manual has been compiled and published (made available on company website with a copy sent to SAHRC).
  - Responsible party must notify data subject regarding the identity of the responsible party and the occurrence and purpose of collection of information.
  
- 7) Security safeguards:
  - Responsible party must ensure personal information in its possession is appropriately safeguarded against loss, destruction or unlawful access.
  - Responsible party must ensure (through a written agreement) any third party processing information for them must treat personal information as confidential and establish appropriate safeguard methods.
  - Responsible party must notify the Regulator and data subject in instances where personal information has been compromised.
  
- 8) Data subject participation:
  - Data subject may request confirmation of and access to any information the responsible party holds regarding the data subject.
  - Data subject may request a correction or deletion of personal information, which must be investigated by the responsible party.

### **Main Concepts**

- Increasing client confidence.
- Creating database reliability.

- Reducing risk of data breaches and associated public relations.

### **Indemnity**

While TS&A Events makes all reasonable efforts to ensure the correct treatment and confidentiality of personal information is maintained, we will not be held liable for any breach of confidentiality that is outside of the complete control of the entity and therefore indemnify ourselves against the above provisions.