



THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013
MEMBER PRIVACY POLICY

This Policy explains how the ELA obtains, uses, stores, and discloses your personal information, in accordance with the requirements of the Protection of Personal Information Act (“POPIA”). In applying for membership of the ELA you consent to the processing of your personal information in terms of this policy.

The ELA is a public benefit organisation (BPO number 930 038 083) aiming to promote and assist in the development and application of environmental law and governance in South Africa.

Definition of personal information:

According to the Act “**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Further to the POPI Act, this also includes the following items as personal information:

- (i) All addresses including residential, postal and email addresses; and
- (ii) Change of name – for which we require copies of the marriage certificate or official change of name document issued by the state department.

The ELA is the "responsible party" for purposes of POPIA and other applicable data protection legislation in respect of all personal information you submit to us in any form, correspondence and/or communication with us or via our website (www.elasa.co.za), our social media and other related URLs, and/or any ancillary services.

The information we collect:

We collect and process your personal information directly from you to register you as a member, to contact you in connection with your membership, to compile and maintain a membership list, to send you messages and information via email, our website, and social media.

Applicants for membership are required to provide personal information when applying for membership or when updating their personal information. Refusal to provide us with your personal information or withdrawal of your consent may prevent you from becoming or continuing to be a member or enjoying the benefits of membership. You may withdraw your consent at any time by instructing us at enviro.association.sa@gmail.com.

We retain your personal information for a year after the termination of your membership.

How we use your information:

We will use your personal information only for the purposes for which it was collected and as agreed with you.

ELA MEMBER PRIVACY POLICY

This may include:

- (i) To gather contact information and confirm or verify your identity;
- (ii) In connection with ELA notifications, newsletters, benefits, services, website, social media, events and resources, and events and resources of other persons or organisations in the environmental sector;
- (iii) For FICA purposes (the detection and prevention of fraud, crime, money laundering or other malpractice);
- (iv) For accounting, audit, record keeping, research and statistical purposes; and
- (v) For the exercise or protection of our legal rights and interests.

Disclosure of information:

We may disclose your personal information to our service providers who are involved in the delivery of products or services to us or to you or in respect of which you have otherwise consented to disclosure. We have agreements in place to ensure that they comply with the privacy requirements as required by POPIA.

We may also disclose your information:

- (i) Where we have a duty or a right to disclose in terms of law or industry codes; or
- (ii) Where we believe it is necessary to protect our rights.

It remains your responsibility to ensure that the information you share on our website and social media may be shared. This specifically relates to likes, comments, tags, reviews etc. Information shared in this fashion may be used by our organisation and processed.

Cookies:

Our website uses cookies. They are placed by software that operates on our servers, and by software operated by third parties whose services we use.

We use cookies in the following ways:

- to track how you use our website.
- to keep you signed-in on our website.
- To generally gather website user behaviour
- Browsing activity
- Geographical information

Third-party advertising:

Our organisation policy allows for third parties to market on our website from time to time. You hereby indemnify and hold us harmless in the event that a third party company uses your information in contradiction to the Act.

Information Security:

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

ELA MEMBER PRIVACY POLICY

Our security policies and procedures cover:

- (i) Physical security;
- (ii) Computer and network security;
- (iii) Access to records;
- (iv) Secure communications;
- (v) Security in contracting out activities or functions, including secure cloud storage outside the RSA on Dropbox or like server;
- (vi) Retention and disposal of information;
- (vii) Acceptable usage of personal information;
- (viii) Governance and regulatory issues;
- (ix) Monitoring access and usage of private information; and
- (x) Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy, and confidentiality obligations on them to ensure that personal information for which we are responsible is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at the numbers/addresses provided below and specify what information you require. We may need a copy of your ID document to confirm your identity before providing details of your personal information.

Correction of your information:

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate and updated.

Complaints:

If you feel that the approach to the processing of your information is unreasonable, you have the right to lodge a complaint to the Information Regulator (South Africa) whose contact details are as follows:

Mr Marks Thibela, Chief Executive Officer, 33 Hoofd Street Forum III, 3rd Floor Braampark P.O Box 31533 Braamfontein, Johannesburg, 2017.

Tel No. +27 (0) 10 023 5207, Cell No. +27 (0) 82 746 4173. infoereg@justice.gov.za

How to contact us:

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact the Information Officer.

The elected ELA Secretary is registered as the Information Officer and is committed to protecting your privacy and ensuring that your personal information is collected and used properly, lawfully, and transparently.

Information Officer :Prof Willemien du Plessis (Willemien.DuPlessis@nwu.ac.za)

ELA MEMBER PRIVACY POLICY

Deputy Information Officer : Saritha Marais (enviro.association.sa@gmail.com)

Deputy Information Officer : Alison Petersen (ptrall003@gmail.com)

Review of this privacy policy:

This policy may be updated and amended from time to time. The latest version will be available on our website for you to view.
