

# The South African Model Aircraft Association



## PROTECTION OF PRIVACY OF INFORMATION

The SAMAA is committed to protect your privacy and to ensure that your personal information is used responsibly and securely in a transparent manner in accordance with the Protection of Personal Information Act (Act 4 of 2013, Amended July 2021).

This Policy sets out how the SAMAA deals with personal information, for which purposes information is collected, and what it is used for. This Policy is made available on the association's website [www.samaa.org.za](http://www.samaa.org.za) and at our office upon request

### What information do we collect?

The SAMAA collects and processes personal information to identify our members, and employees. We collect other information about these parties that we may require to administer our membership, agreements, operations, and manage risk and incidents. This type of information that is collected and processed depends on the purpose we collect it for, and we will process the information only for that purpose.

Whenever possible, we will inform the party what information they are required to provide us with and what information is optional. Examples of the personal information we collect include, but are not limited to:

Identity number, name, surname, address, postal code, telephone, gender, profession, email address.

We may also collect and process additional information that we may require to provide a well administrated, safe environment where our members' interest and activities in aeromodelling can be exercised.

For purposes of this policy, "members" also include potential and existing members and visitors and other parties we may deal with, whose information is subject to the legislation on privacy.

### How we use Personal Information

## **Privacy Policy**

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We only use personal Information for the purpose for which it was collected. This may include the following :

- To Provide our services to our members and to perform the normal activities of the SAMAA;
- To confirm, verify, and update a party's details;
- To keep proper records of your activity history;
- To establish if you're eligible to take part in our activities;
- To conduct market research or establish your satisfaction;
- To audit and record keeping purposes;
- In connection with legal proceeding;
- To carry out the activities and services you sign up for and to maintain and constantly improve our relationship with you;
- To communicate with you in respect of our regulatory matters that may affect you;
- In connection with, and to comply with, legal and regulatory or when it is otherwise allowed by law.

### **When we collect and process personal information**

When you consent that we may process the Information. We obtain such consent when you apply for membership, when you visit our facilities, or when you take part in our activities.

When we require personal information to assess whether you are eligible to take part in our activities, or a specific activity, and at what level.

When we must process personal information to comply with an obligation imposed by law on us.

When we need to protect your legitimate interest and it is in your best interest for us to have certain personal information as well as the identity and the contact details of your next of kin, for example in the case of an incident that may take place during our activities or at our facilities.

When it is necessary for SAMAA to pursue its legitimate interest or that of a third party to whom information is supplied, to provide you with appropriate services.

Where both ourselves and our associates or affiliates need certain personal information from you to perform our functions, make decisions when required and to inform you of your activities.

### **How we disclose personal information**

We provide our members' personal information to the Aero Club of South Africa, of which our members are also required to be members, as all recreational aviation activities resort under the Aero Club. As we administer our own licenses, ratings, and membership fees, all information is collected and processed by us, but also passed on to and retained by the Aero Club for administration and record keeping purposes.

We may disclose a member's personal information to the South African Model Aircraft Association committee(s) of the specific discipline(s) that you choose to take part in to develop and promote the various disciplines within the recreational sport.

We may disclose a party's information where we have a duty or a right to disclose in terms of applicable legislation, the law, or where necessary to protect our rights.

### How we safeguard your information

We protect personal information we hold in a adequate manner. We take measures to avoid unauthorized access and unauthorized use of your personal information. We will continuously review our security controls and processes to ensure that your personal information is secure

Our Information officer is the current SAMAA General Manager whose details are available below. Our Information officer will oversee compliance with the conditions of the lawful Processing of Personal Information and other provisions of POPI, and may delegate these functions where necessary.

We are implementing this policy throughout the SAMAA and our employees will be continuously trained on this policy and the POPI Act.

We conclude confidentiality agreements with our employees.

Information collected and processed by us is stored at the registered office of SAMAA in the case of paper records and, and in the case of electronic records, on a secure database server with limited access.

Our electronic files are automatically backed up daily to a cloud server with limited access.

Third parties that we deal with to provide services to us are required to guarantee their commitment to confidentiality, the protection of personal information against loss, destruction, and unlawful access. Our written agreements with them will be adapted accordingly.

### Access to and correction of your personal information

Members/visitors or other parties' Information that is subject to the POPI Act, may request access to the personal information that we hold about them. They may ask us to update it, make a correction or, upon providing us with reasonable grounds, ask us to delete the personal information we have. When you object and request that we no longer process your personal information, we may no longer process the specific personal information, subject to circumstances where we are obligated to, or have a legitimate lawful requirement to do so. When we receive a request for access, correction, or deletion, we will take all reasonable steps to confirm your identity before we provide details, make changes, or delete the personal information.

The details of our General Manager and head office are as follows: The current SAMAA General Manager is Bob Skinner, Meerzicht Business Park, 33 Kelly Road, Meerhof 1st Floor Office No's. 40, Jetpark 1459

### Restriction on use of intellectual property:

All ownership in SAMAA's intellectual property or trademarks, including but not limited to signs, logos, slogans, information, or research will remain vested in SAMAA. Notwithstanding how access thereto or possession thereof is obtained, whether through dealings with SAMAA or otherwise, received directly from SAMAA, or indirectly from any third party, it may not be used, reproduced or disseminated for any reason, whatsoever, without SAMAA's official prior written authorisation.

### Amendments To this Policy.

## Privacy Policy

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This policy will be amended as necessary or revisited at least once a year. Members, and other parties we deal with are advised to check our website from time to time to apprise themselves of any changes.