

SAICA Data Protection Notice

Personal information is information which relates to an identified or identifiable natural person, by means of an identifying factor.

SAICA recognises and is committed to protect the fundamental rights and freedoms of its members and other relevant stakeholders, more specifically the right to privacy which includes the right to the protection against the unlawful collection, retention, dissemination and use of personal information.

SAICA is committed to manage and process your personal information in accordance to the **General Data Protection Regulation's (EU) 2016/679 ("GDPR")** provisions, which specifically provides for the lawful, fair and transparent processing of your personal information for specified, explicit and legitimate purposes.

Lawful Processing of Personal Information

SAICA is a Controller in accordance to the GDPR and it may be necessary for you to provide us with your personal information to enable us to:

- fulfil a contractual obligation to which you are a party to; (e.g, students, members, examiners, invigilators, service providers etc);
- comply with a legal obligation to which we are subject (e.g, members);
- protect your vital interests or those of another natural person;
- perform a task carried out in the public interest or in exercising an official authority vested in us; and/or
- process your personal information for purposes of legitimate interest pursued by SAICA or a third party, except where such interest are overridden by your interests or fundamental rights and freedoms which require protection.

Collection of Personal Information

SAICA may collect your personal information in various manners, including but not limited to, when you:

- apply to become a Member;
- apply as a Trainee;
- complete CPD enrolment forms;
- apply for and use our products and/or services;
- subscribe to our publications and newsletters;



- enter into an agreement with us;
- contact and interact with us via email, fax or post;
- ask us to contact you; and/or
- call us, we will monitor and record your telephone calls.

In the event in which you refuse to provide or allow SAICA to collect your personal information, where SAICA's purpose for such collection is based on a contractual requirement, legal obligation and/or legitimate interest of SAICA, it would hinder SAICA's ability to perform its duties and responsibilities in both yours and its best interest, which could be to your detriment.

What Personal Information we collect

SAICA may collect various categories of personal information, which include but are not limited to:

| Category of Personal Information | Examples of Personal Information |
|---|--|
| Personal Details | <ul style="list-style-type: none">• name and surname;• identity number;• passport number;• date of birth;• age;• gender;• nationality;• language;• contact details;• employer details;• trainee details;• membership details;• regulatory history, where applicable.• CPD details;• good standing records; and• disciplinary details. |
| Financial Information | <ul style="list-style-type: none">• bank details;• membership information and history;• tax clearance certificate; and• B-BBEE ratings. |
| Information which we have from our dealings with you or from someone who acts on our behalf | <ul style="list-style-type: none">• records of our correspondence with you; and• recording of our telephone calls with you etc. |



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| <p>Special Personal Information</p> <p>(Note that SAICA will only collect this information with your explicit consent or where the processing is specifically authorised by the provisions of the GDPR with the necessary safeguards in place)</p> | <ul style="list-style-type: none">• race or ethnic origin;• political opinions;• religious or philosophical beliefs;• trade union membership;• biometric data; and• data concerning health etc. |
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A Third Party's Personal Information

In the event in which you provide our offices with a third party's personal information please ensure that you have such a person's consent in doing so and that such a person is willing to share such information with SAICA. Please also ensure that the third party also peruse this Data Protection Notice.

Should you provide SAICA with a third party's personal information SAICA will assume that you have obtained such a person's consent to distribute such person's personal information to SAICA and if necessary SAICA will attend to confirm same.

Use of your Personal Information

Your Personal Information will be used for legitimate business interests which may include, but are not limited to:

- verify your identity;
- verify the accuracy of your personal information;
- processing your membership application, renewal, concession and/or cancellation;
- manage your membership, training, bursary and/or exams;
- provide products and/or services requested by you;
- provide information on opportunities created for members and stakeholders with other service providers;
- communicate with you on any issues relating to your membership or transactions with us;
- manage events;
- manage a contractual relationship with you;
- trace and recover debts;
- detect and prevent fraud and money laundering;
- administrator surveys and/or competitions;



- analysis and market research; and/or
- compliance with applicable legislation, regulations, principles, standards and codes of practice etc.

Use of your Personal Information to make Automated Decision Making

SAICA makes use of real-time fraud detection systems to safeguard your rights and freedoms. It is necessary for SAICA to make use of automated decisions to perform these detection processes, which would require us to make use of your personal information. This assists in the detection of fraudulent activities suspected where there is unusual activity on your profile. Should you wish to object against such an automated decision, you may request that such an automated decision be reviewed.

How we will disclose your Personal Information

SAICA may disclose certain personal information to third parties, which include but are not limited to:

- SAICA entities;
- service providers;
- courts, law enforcement agencies, public body, regulators and/or supervisory authorities;
- as required or permitted by law or regulation, where we have a legal obligation to disclose or share your personal information or to protect the rights, property, or safety of SAICA, our members, or others.

Transfer of Personal Information Outside of the European Economic Area (“EEA”)

SAICA may transfer your personal information to recipients who may carry out services on our behalf (including SAICA entities) located in countries outside of the EEA, including in South Africa.

In the event in which we transfer your personal information to a country where the data privacy laws are not equivalent to those in the EEA, we will take all necessary steps to protect your personal information in accordance with applicable data privacy laws.

Your Rights

You have the right to:

- be notified that your personal information is collected, whether directly or indirectly (note that this is the purpose of this Data Protection Notice), unless you already have such information or



providing such information proves impossible, in particular for processing for archiving purposes in public interest, scientific or historical research purposes or statistical purposes, subject to the necessary safeguards;

- request access to your personal information held by SAICA, as prescribed;
- request that inaccurate personal information related to you is rectified;
- request that your personal information held by SAICA is erased, subject to the grounds for such erasure;
- request that the processing of your personal information is restricted in certain circumstances;
- request that personal information held by SAICA be transferred to another Controller, in certain circumstances; and
- object to the processing of your personal information in certain circumstances.

Should you wish to exercise any of the above rights you may contact the Data Protection Officer as described hereunder. You also have the right to lodge a complaint regarding the processing of your personal information with your local data protection authority.

Marketing

We may contact you periodically to provide information regarding SAICA events, seminars, products, services and content that may be of interest to you and to invite you to participate in research. If applicable law requires that we receive your consent before we send you certain types of marketing communications, we will only send such communications after receiving your consent.

If you do not wish to receive further marketing and research communications from SAICA you can click on the unsubscribe link in the marketing communication or contact the Data Protection Officer as described below.

Security and Data Retention

SAICA will take the necessary steps to protect your personal information against loss or theft, as well as from unauthorised access, disclosure, copying, use or modification, regardless of the format in which it is held.

Your personal information will be retained by SAICA for a period of up to 5 (five) years from the end date of our relationship with you, subject to applicable legislation, regulations, principles, standards, codes of good practice.



Changes to Data Protection Notice

SAICA will review this Data Protection Notice and may amend or supplement this Notice from time to time, in accordance to regulatory changes, business strategies and new technology introduced into SAICA's operations.

SAICA will publish an updated version of the Data Protection Notice, as and when amendments or supplements have been made on its website at: [\[website link\]](#).

Enquiries, Requests and/or Concerns

You may address all your enquiries, requests and/or concerns regarding this Notice or relating to the processing of personal information to our Data Protection Officer at:

SAICA 17 Fricker Road

Illovo

Sandton

Johannesburg

2196

Email: GDPRcompliance@saica.co.za

Telephone: +2711 621 6710 / 6979