



# Privacy Policy

2018

The Institute of Directors in Southern Africa NPC (hereafter "IoDSA") respects your privacy and your personal information. For this reason, the IoDSA has prepared this privacy policy to let you know how it will treat any personal information that it may have about you. The IoDSA will take all reasonable measures, in accordance with this privacy policy, to protect your personal information and to keep it confidential.

## **What is personal information**

Any information that you provide to the IoDSA, whether on any forms you complete or through the use of any of IoDSA's services or facilities, will be regarded by the IoDSA as personal information.

## **How the IoDSA collects your personal information**

Whenever you use this website, contact the IoDSA, or use one of the services or facilities offered by the IoDSA, we will collect any information which the IoDSA has about you.

## **How the IoDSA uses your personal information**

In order to ensure that the IoDSA always meet your needs, the IoDSA will use your personal information in any way that the IoDSA thinks might assist or benefit you. The IoDSA may therefore combine all the information that we have about you to compile a profile of you in order to personalise and tailor services to your special needs. The IoDSA will also use your personal information in the ordinary course of its business.

The IoDSA will only send you such material or inform a third party to contact you directly if you indicated that this is agreeable to you when you registered with the IoDSA or at any other time. You can inform the IoDSA if you change your mind later. The IoDSA may also use your personal information for service updates and to notify you of new features or changes that may be made to this website.

To prevent unauthorised access, maintain data accuracy and ensure the appropriate use of information, we have put in place appropriate physical, electronic, and managerial procedures to protect the information we collect online. The IoDSA may utilise the contact information you provided at registration, such as your telephone number and e-mail address, to contact you regarding account status, changes to the terms and conditions, and to confirm registration.

Your privacy is important to us. The IoDSA will therefore not sell, rent or provide your personal information to unauthorised entities or to third parties for their independent use without your consent. The IoDSA will release your personal information to a party if it believes that IoDSA is required by law or by a court to do so. The IoDSA will also disclose your personal information if the IoDSA believes that it is necessary to prevent or lessen any unlawful or harmful actions and to protect and defend legitimate business interests, rights or property of the IoDSA.

The IoDSA will always ask for your permission before it uses your personal information for any purpose not disclosed above.

## **Protection of personal information**

The IoDSA values the information that you choose to provide to us and will therefore take reasonable steps to protect your personal information from loss, misuse or unauthorised alteration.

When you use the services or facilities provided by the IoDSA, you may be given an access number, user name, password and/or personal identification number ("PIN"). You must always keep your user name, access card, password and/or PIN a secret and ensure that you do not disclose it to anyone.

Upon your request IoDSA will provide you with its records of the personal information you provided to us. For security reasons, this information will only be sent to the e-mail address on file for the subscriber username and password associated with it.

Also refer to the individual pages where the right to share personal information is indicated on the page.

### **Correction of personal information**

If you ever want to update or correct any of your personal information as held by the IoDSA, kindly contact us at [membership@iodsa.co.za](mailto:membership@iodsa.co.za). Alternatively, you can update and correct your information yourself on this website by clicking on My Profile.

### **Links**

The IoDSA is not responsible for the content or the privacy policies of website to which it may link. This policy applies solely to information collected by the IoDSA.

### **Personal information held by or disclosed by you to third parties**

If you disclose any personal information to a third party, such as one of our business partners or anyone other than the IoDSA, you must be aware that the IoDSA does not regulate or control how that third party uses your personal information. You should always ensure that you read the privacy policy of any third party.

The IoDSA is not responsible for any representations or information or warranties or content on any website of any third party (including websites linked to this website). The IoDSA does not exercise control over third parties' privacy policies and you should refer to the privacy policy of any third party to see how such party protects your privacy.

### **Changes to this privacy policy**

The IoDSA may change this privacy policy at any time. Any change to this privacy policy will be displayed on this website. If you use this website or any of the services or facilities offered by the IoDSA after the IoDSA has displayed a change to this privacy policy, you will be deemed to have agreed to the change.

### **Which laws apply**

This privacy policy will be governed by the laws of South Africa. You consent to the jurisdiction of the South African courts for any dispute which may arise out of this privacy policy.