



01 July 2021

Dear Valued Stakeholder, Strategic Partner, Client, Customer and/or Employee

RE: PHSDSBC POPIA COMPLIANCE

1. The right to privacy is an integral human right, and is recognized and protected in the South African Constitution and the Protection of Personal Information Act 4 of 2013 (POPIA). POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.
2. By providing labour relations services, in particular, in the capacity of collective bargaining and dispute resolution, the PHSDSBC (Council) necessarily collects, uses, and discloses certain aspects of the personal/ company information of clients, customers, employees, and other stakeholders.
3. A person's right to privacy entails controlling their personal information and conducting their affairs from unwanted intrusions. The Council is committed to continue to manage all personal information with integrity with alignment to the regulations.



4. Committed to your Privacy

4.1. The Council fully comprehends that your personal and company information is valuable to you; your privacy is just as important to the Council. The Council commits to safeguarding and lawfully processing your information.

4.2. The Council wants to ensure that you understand how and for what purpose the Council processes your information.

5. Purpose for Processing your Information

5.1. The Council collects, holds, uses and discloses your personal information mainly to provide you with access to its services. The Council will only process your information for a purpose you would reasonably expect, including:

- Providing you with advice, and services as requested
- Performing and delivering services as agreed, per agreed scope/quote or proposal
- Invoicing or paying you to ensure payment and tax compliance
- Notifying you of new developments and updating you on information that may be of interest to you
- Confirming, verifying and updating your details
- Complying with any legal and regulatory requirements such as contract agreements, employee agreements, SARS etc.

5.2. Some of your information that the Council may have, include your first and last name, e-mail address, physical/postal address, other contact information, employment details, banking details and company details etc.

5.3. Should you require further information on this or have any concerns about how your information is processed or used, you can contact the Council's Information Officer: Jennifer Chetty on 082 319 0670 and jenniferc@phsdsbc.org.za.

5.4. You can request access to the information the Council has on you at any time. If you think that the Council has outdated information, please request to update or correct it. You can also opt-out and request the removal of your information at any time. If there are any lawful reasons for needing to retain any information, the Council will advise so.

6. Mailing List

6.1. By opting to be part of the Council's mailing list, you will receive informative newsletters, notices of meetings etc. and other relevant information, via e-mails and/or short text messages. If you would like to opt out of the mailing list, please send an email to servicedesk@phsdsbc.org.za, and you will be removed from the database. Please remember that you may opt out at any time.

7. Consent to Disclose and Share your Information

7.1. The Council may need to share your information to provide advice, and/or services. Where the Council shares your information, it will take all precautions to ensure that the third party will treat your information with the same level of protection as required by the Council.

7.2. **Important note:** Your information is securely hosted on infrastructure managed by the Council, for a specified required period, for audit purposes. The Council assures you that your information will not be shared for any marketing or promotional purposes.

8. POPIA Compliance

8.1. In readiness for POPIA coming into effect from 01 July 2021, the Council has undertaken the following:

- Appointed an information officer
- Created internal awareness

8.2. The Council will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that the Council takes every practical and reasonable step to ensure data protection, in line with POPIA.

8.3. In everything that the Council does, it believes in giving hope and restoring dignity. The Council will continue to provide an independent, impartial and fair forum for advancing social justice and promoting labour peace.

Yours faithfully



Mpumelelo Sibiyi

PHSDSBC: General Secretary

01 July 2021

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