



*“understanding friction, lubrication and wear”*

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Company Registration No. 2022/643190/08

## POPI Act Policy for SAIT

Dear member,

As you may be aware, the POPI (Protection of Personal Information) has come into effect

As such, we are in the process of ensuring that we are compliant. This email explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Act. We are committed to protecting your privacy and ensuring that your personal information is collected and used properly, lawfully and transparently.





### ***The Information we collect:***

We collect and process your personal information mainly to share information relating to tribology. For this purpose, we will collect contact details which will include your name and/or Company details related to your service needs.

### ***How we use your Information:***



We will use your personal information only for the purposes for which it was collected and will be processed for that purpose only.

Usage of personal information includes:

-  To confirm, verify and update details.
-  Providing communication in respect of tribology, training etc. matters that may be of interest to our members.
-  For audit and record keeping purposes.
-  Providing communication with regards to regulatory matters that may affect our members.

### ***Disclosure of Information:***

We may disclose your information:

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



## The South African Institute of Tribology POPI Policy

### ***Safeguarding your Information:***

We are legally obliged to provide adequate protection for the personal information we hold to prevent any unauthorized access and/or use of personal information. We will continuously review our security controls and processes to ensure that personal information remains secure.

### ***Access and Correction of Personal Information:***

Members have the right to access, update, correct or delete the personal information we hold relating to them. Once a member objects to the processing of their personal information, we may no longer process said personal information.

If you have any queries about this notice, wish to withdraw consent or access, or correct your personal information, please do not hesitate to contact us.

Kind Regards

A handwritten signature in blue ink, appearing to read 'Patrick G Swan', is positioned above the printed name.

Patrick G Swan