



PiNSA POPI Act Policies and Procedures 2023

Information Officer: Mariana du Toit (Secretariat)

1. Data collection (type of data, purpose, consent, legal aspects, minimality, and transparency)

PiNSA keeps a database of these members and their doctors to enable communication within the association. It consists of member details, diagnosis, treatment type, healthcare provider and treating doctor. See the Membership Form for information requested

2. Data access and accuracy (correct, complete, reliable and process of updating information)

PiNSA relies on its members to keep their data correct, complete reliable and updated

3. Data usage and restrictions (purpose, relevance, restrictions, legality, permission, limitations)

The purpose of the database is to communicate directly with our members, enable them to belong to the members portal on our website, enable them to join PiNSA_Link our email list group, to sort and filter the membership on any filed for statistical purposes e.g. how many patients reside in a province, how many patients have a certain PID type etc.

4. Data storage (physical, off-site, electronic, back-up, cloud storage)

The database is stored on the computer of the Secretariat and updated monthly to our Google Drive (password protected)

5. Data security safeguards (physical, electronic, network, password control, disaster recovery. Disclosure (legality, consent, data subject awareness, data request handling)

The data is secure as described in 4. and information is not released except to member ambassadors who need contact details in their province in order to organise events

6. Responsibilities (All directors, top management, Information Officer, personnel dealing with Personal Information, vendors, contractors, suppliers)

The Information Officer has the sole responsibility of the database and personal information is not released to vendors, contractors, suppliers. In the event of a request, permission in writing must be provided by the member concerned.

7. Complaints (process, handling, legalities, transparency)

The Information refers Complaints to the Chairman of the association

8. Retention (retention schedule) Destruction (destruction schedule) Implement staff awareness training (all current staff, new appointees and regular refresher training).

The database is accessible to a new Information Officer via both in the succession handover and also the Google Drive

Chairman: Mr A van der Zandt | Trustee: Mrs J Rosario

<http://www.pinsa.org.za>

Fund Number 028-020 NPO (Non-Profit Organisation)