



UNION OF JEWISH WOMEN - JOHANNESBURG BRANCH

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## **PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 POPIA POLICY AND COMPLIANCE – THE JOHANNESBURG EXECUTIVE BRANCH OF THE UNION OF JEWISH WOMEN OF SOUTH AFRICA (UJW JOHANNESBURG)**

**Please be advised that all non-profit organisations and other entities are obliged to be fully POPIA compliant by the 1st July 2021.**

**UJW Johannesburg is committed to compliance with, and adheres to THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA) SOUTH AFRICA, and we hereby confirm that we comply with this legislation as regards the collecting and processing of Personal Information received by our Information Officer, appointed personnel including the Executive Committee, project managers and supervisors, certain staff members including the bookkeeper, fundraiser and representatives.**

**The purpose of the collection of this personal information is to comply with UJW Johannesburg's operational and project requirements.**

**On occasions and in limited circumstances we are obliged to share this information from time to time with certain parties.**

### **1. Introduction**

**The POPIA Act requires us to:**

- 1. Inform all members, other individuals such as, but not limited to, employees, volunteers and the beneficiaries of our projects, ('data subjects') from whom we have collected personal information and the purpose for which we collect and will process their personal information.**
- 2. Protect all information from misuse, whether internal or external, deliberate, or accidental. This policy and compliance framework establishes measures and standards for the protection and lawful processing of personal information within the UJW Johannesburg and its operations and projects, and provides principles regarding the right of individuals to privacy and to reasonable safeguarding of their personal information. All the abovementioned individuals**

**are responsible for adhering to this policy and for reporting any security breaches or incidents to the Information Officer, Ingrid Koor.**

- 3. Any service provider which may collect personal information on behalf of UJW Johannesburg must adhere to the requirements of the POPI Act to ensure adequate protection of personal information held by them on our behalf.**
- 4. Written confirmation to this effect must be obtained from relevant service providers, insofar as may be relevant and necessary.**

## **2. Accountability**

- 1. We must take reasonable steps to ensure that personal information obtained from the abovementioned sources is stored safely and securely.**
- 2. The information collected includes names, telephone numbers, ID numbers, email addresses, and any other personal information that may be obtained by us on request or which may be necessary, for the purpose of communicating, advising, billing, providing tax certificates, allowing access at gate, managing staff, managing projects and their beneficiaries, volunteers, representatives, service providers and all further purposes advised from time to time.**

## **3. Processing limitation**

- 1. We will collect personal information directly from the individual (data subject)/parent/guardian.**
- 2. All personal information in our possession will only be processed or released to third parties with their consent or where strictly necessary for the performance of authorised purposes and as consented to by data subjects/parent/guardian, except where we are required to do so by law. In the latter case we will always inform the data subject/parent/guardian.**
- 3. Specific purpose: We collect personal information from data subjects to ensure the timely and efficient management of UJW Johannesburg. Only those that provide us with personal information shall be permitted to enter UJW Johannesburg premises.**
- 4. Personal information may not be processed further in a way that is incompatible with the purpose for which the information was collected initially. We collect personal information for the management and operation of UJW Johannesburg and all associated purposes related thereto and as may be authorised from time to time by the Board of Officers and it will only be used for that purpose.**

## **4. Information quality**

- 1. Data subjects must ensure that all information provided is complete, up to date and accurate before we use it.**

## **5. Transparency/openness**

- 1. Where personal information is collected from a source other than directly from a data subject, we will use reasonable endeavours to ensure the data subject is aware: • that their information is being collected; • who is collecting their information by giving them our details; • of the specific reason that we are collecting their information.**

## **6. Security safeguards**

- 1. We will ensure technical and organisational measures to secure the integrity of personal information, and guard against the risk of loss, damage or destruction thereof.**
- 2. Personal information must also be protected against any unauthorised or unlawful access or processing.**
- 3. We are committed to ensuring that information is only used for legitimate purposes with the data subject's consent and only by authorised individuals.**

## **7. Participation of individuals**

- 1. Congregants are entitled to know particulars of their personal information held by us, as well as the identity of any authorised employees and representatives of UJW Johannesburg that has/had access thereto.**
- 2. Congregants are also entitled to correct any information held by us.**

## **8. Operating controls**

- 1. We shall establish appropriate standard operating procedures that are consistent with this policy and regulatory requirements. This will include: • Allocation of information security responsibilities. • Incident reporting and management. • Information security training and education.**

## **9. Policy compliance**

- 1. Any breach/es of this policy may result in disciplinary action and possible termination of employment or legal action being taken.**

## **10. For Data Subjects**

**By providing your personal information you hereby confirm:**

- 1. That you have read and understood our POPIA Policy;**
- 2. That you have no objection to us retaining your personal information;**
- 3. That the information you have provided to us is true, correct and up to date.**

## 11. Changes To Our Privacy Policy

From time to time it may be necessary to change our Privacy Policy. The updated version will be posted on our website.

## 12. Your Rights

- You have the right to object to the processing of your Personal Information if you have sufficient grounds to do so.
- In compliance with the Promotion of Access to Information Act, you have the right to request a copy of your Personal Information held by us at any time, by contacting our Information Officer (contact information below). This may be in order to update or correct your personal information that we hold. We may ask you for verification prior to providing you with access.
- You have the right to unsubscribe from emails at any time by clicking on the *Unsubscribe* button.
- You have the right at any time to withdraw your permission for us to process your personal information if you have sufficient grounds.
- You may withdraw your permission for us to process photos or videos of you for marketing, fundraising and awareness purposes.
- You have the right to lodge complaints with the Information Regulator (contact details below).
- Should the privacy of your Personal Information stored by us be compromised in any way, we will notify you as soon as practicably possible.

### INFORMATION OFFICER

#### JOHANNESBURG EXECUTIVE BRANCH OF THE UNION OF JEWISH WOMEN OF SOUTH AFRICA

Ingrid Koor: Chairman

Contact no: 011 648 1053

Email address: [info@ujw.co.za](mailto:info@ujw.co.za)

### INFORMATION REGULATOR:

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Complaint's email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

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