



# OSSA

The Ophthalmological Society of South Africa

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## PRIVACY NOTICE AND STATEMENT

### DOCUMENT MANAGEMENT

CREATION DATE	AUTHOR	EFFECTIVE DATE	DATE UPDATED	LAST
21 December 2021	Shelley McGee	1 January 2022		
	Shelley McGee	1 January 2024	18 December 2023	

Version: 2



## 1. INTRODUCTION

- 1.1 We are committed to safeguarding the privacy of all our clients, as well as the accuracy of personal member, client, customer and contractor information to all extents possible subject to the provisions of the Protection of Personal Information Act Of 2013 (POPIA).
- 1.2 This notice applies where we are acting as a responsible party; in other words, we determine the purposes and means of the processing of that personal data.
- 1.3 In this notice, "we", "us" and "our" refer to the Ophthalmological Society of South Africa and its appointed vendors and contractors.

## 2. THE PERSONAL DATA THAT WE COLLECT

- 2.1 In this Section 2, we set out the general categories of personal data that we process [ and, in the case of personal data that we did not obtain directly from you, information about the source and specific categories of that data].
- 2.2 We may process data enabling us to get in touch with you ("**contact data**"). [The contact data may include [your name, email address, telephone number, postal address and/or social media account identifiers.
- 2.3 We may process [your website user account data] ("**account data**"). [The account data may [include your account identifier, name, email address, business name, account creation and modification dates.
- 2.4 We may process [information contained in or relating to any communication that you send to us or that we send to you] ("**communication data**"). The communication data may include [the communication content and metadata associated with the communication.
- 2.5 We may process [data about your use of our website and services] ("**usage data**"). The usage data may include [your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use].
- 2.6 We may process additional data including optional data such as special interests, additional qualifications, and information regarding university education, or other educational information.

## 3. PURPOSES OF PROCESSING AND LEGAL BASES

- 3.1 In this, we have set out the purposes for which we may process personal data and the legal bases of the processing.
- 3.2 **Operations** - We may process your personal data for processing and fulfilment of orders, providing our services, supplying our goods, generating invoices, bills and other payment-related documentation, and credit control. **The legal basis for this processing is [our legitimate interests**, namely the proper administration of our services and business.



- 3.3 **Relationships, Publications and communications** - We may process contact data, account data, transaction data and/or communication data for the purposes of managing our relationships, communicating with you by email, SMS, post, fax and/or telephone, providing support services and complaint handling. The legal basis for this **processing is [our legitimate interests]**, namely communications with our members, service users, individual customers and customer personnel, the maintenance of relationships, and the proper administration of our website, services and business.
- 3.5 **Record keeping** - We may process your personal data for the purposes of creating and maintaining our databases, back-up copies of our databases and our business records generally. The legal basis for this processing is our legitimate interests, namely ensuring that we have access to all the information we need to properly and efficiently run our business in accordance with this notice.
- 3.6 **Security** - We may process your personal data for the purposes of security and the prevention of fraud and other criminal activity. The legal basis of this processing is our legitimate interests, namely the protection of our website, services and business, and the protection of others.
- 3.7 **Insurance and risk management** - We may process your personal data where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks and/or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely the proper protection of our business against risks.
- 3.8 **Legal claims** - We may process [your personal data] where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.
- 3.9 **Legal compliance and vital interests** - We may also process your personal data where such processing is necessary for compliance with a legal obligation to which we are subject or in order to protect your vital interests or the vital interests of another natural person.
- 4. Providing your personal data to others**
- 4.1 We may disclose your personal data to our suppliers or subcontractors insofar as reasonably necessary for legitimate functioning of the Society.
- 4.2 We will ensure that all employees, third party service providers and partners who have access to your personal data are also bound by appropriate confidentiality obligations in relation to this information.
- 4.3 Financial transactions relating to our services are handled by our payment services providers. We will share transaction data with our payment services providers only to the extent necessary for the purposes of processing your payments, refunding such payments and dealing with complaints and queries relating to such payments and refunds.



- 4.4 In addition to the specific disclosures of personal data set out in this Section, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data where such disclosure is necessary for the establishment, exercise, or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.
- 4.5 You may find links to third parties on our website. These are generally links which OSSA believes will be useful to our membership, however these third parties will operate under different privacy policies. We encourage you to review these privacy policies in relation to visiting or submitting information to third parties.

## **5. Retaining and deleting personal data**

- 5.1 This Section sets out our data retention policies and procedures, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- 5.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 5.3 We will store data for as long as the user is considered a client. Upon request, we will delete such information, recognizing the implications this will have on communications, membership status and discounts which apply.
- 5.4 Notwithstanding the other provisions of this Section 6, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

## **6. Your rights**

- 6.1 Your principal rights under data protection law are:
- (a) **the right to access** - you can ask for copies of your personal data;
  - (b) **the right to rectification** - you can ask us to rectify inaccurate personal data and to complete incomplete personal data;
  - (c) **the right to erasure** - you can ask us to erase your personal data;
  - (e) **the right to object to processing** - you can object to the processing of your personal data;
  - (g) **the right to complain to a supervisory authority** - you can complain about our processing of your personal data; and



- (h) **the right to withdraw consent** - to the extent that the legal basis of our processing of your personal data is consent, you can withdraw that consent.

6.2 These rights are subject to certain limitations and exceptions.

6.3 You may exercise any of your rights in relation to your personal data [by written notice to us, using the contact details set out below].

## **7. Amendments**

7.1 We may update this notice from time to time by publishing a new version on our website.

7.2 You should check this page occasionally to ensure you are happy with any changes to this notice.

## **8. Our details**

8.1 We are registered South Africa, and our Registered office is at Turner House, 38 Jonsson Lane, Durban 4000.

8.2 You can contact us:

(a) By Post at the address given above;

(b) by Telephone at +27 12 347 0048 , as published on the OSSA Website at [www.ossa.co.za](http://www.ossa.co.za)

(c) by email, using [info@ossa.co.za](mailto:info@ossa.co.za)

## **1. DOCUMENT POLICY ADMINISTRATION**

Contact details of the person responsible for this policy:

Name: Shelley McGee

Position: OSSA National Operations Manager / Information Officer

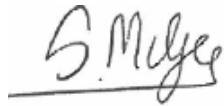
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## REVISION HISTORY

### REVISION & AUTHORISED

DATE	NAME	POSITION	CHANGES MADE	SIGNATURE
Dec 2021	Shelley McGee	National Operations Manager	New document	
Dec 2023	Shelley McGee	National Operations Manager	Additions to data retention time; third party URLS	