

**PRIVACY POLICY | SOUTH AFRICAN SOCIETY FOR
ENOLOGY AND VITICULTURE
VERSION 1**

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Privacy policy

Effective date: 01/06/2021

South African Society for Enology and Viticulture is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services.

It is important that you take all necessary and appropriate steps to protect your data yourself (for example, by ensuring that all passwords and access codes are kept secure).

South African Society for Enology and Viticulture has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

Registered address: Nietvoorbij Farm, R44 Klapmuts, Stellenbosch, 7601.

Information officer contact details: Maret du Toit- mdt@sun.ac.za

Collection of data

Personal data will be collected directly from you, as data subject.

Where information is not collected directly from you as a data subject, we will take reasonable steps to inform you of the fact that the information was collected and will be processed.

You must not send us personal information about someone else without first getting his or her consent for it to be used and disclosed in the ways set out in this terms and conditions. This is because we will assume he or she has consented although we may still ask for confirmation from them. Where you do give us information about someone else, or someone else discloses a connection with you, that information may be taken into account with your other personal information.

Employees

South African Society for Enology and Viticulture must process personal information of their employees for various legal and employment purposes. The information that will be processed is as follows:

Personal information	Purpose for processing	Legal basis for processing
Name and Surname	The data processing activity is necessary to enter into or perform a contract with the data subject/ to identify employees.	The data subjects consents to the processing.

ID number	To verify your identity and to undertake adequate due diligence.	The data subjects consents to the processing.
E-mail address	For communication purposes.	The data subjects consents to the processing.
Telephone number, Email address, Physical address, Account number.	For communication purposes.	The data subjects consents to the processing.
Marital status	To determine a next of kin should something happen to the employee	The data subjects consents to the processing.
Language	To determine if the person will be able to communicate in the workplace	The data subjects consents to the processing.

Board Members

In order for us to keep maintain updated information on our board members, we need to collect and process personal information from you as a board member. This information will consist of the following:

Personal information	Purpose for processing	Legal basis for processing
Name and Surname	The data processing activity is necessary to enter into or perform a contract with the data subject/ to identify board members.	The data subjects consents to the processing.
Telephone number, Email address, Physical address	For communication purposes.	The data subjects consents to the processing.

Members

In order for us to provide you with the best service, we need to collect and process personal information from you as a member. This information will consist of the following:

Personal information	Purpose for processing	Legal basis for processing
Name and Surname	The data processing activity is necessary to enter into or perform an agreement with the customer/ to identify the member.	The data subjects consents to the processing and the information is required to provide you with the necessary services.
Current employer	For statistical purposes	The data subjects consents to the processing and the information is required to provide you with the necessary services.
Qualification	For statistical purposes	The data subjects consents to the processing and the information is required to provide you with the necessary services.
ID number	To verify your identity and to undertake adequate due diligence.	The data subjects consents to the processing and the information is required to provide you with the necessary services.
E-mail address, Physical address, Telephone number	For communication purposes.	The data subjects consents to the processing.

Sponsor

In order for us to maintain an updated data base of our sponsors and enable us to communicate effectively, we need to collect and process personal information from you as a sponsor. This information will consist of the following:

Personal information	Purpose for processing	Legal basis for processing
Name and Surname	The data processing activity is necessary to identify the sponsor.	The data subjects consents to the processing and the information is required to provide you with the necessary services.
E-mail address, Physical address, Telephone number	For communication purposes.	The data subjects consents to the processing.

Customers

In order for us to provide you with the best service, we need to collect and process personal information from you as a customer. This information will consist of the following:

Personal information	Purpose for processing	Legal basis for processing
Name and Surname	The data processing activity is necessary to enter into or perform an agreement with the customer/ to identify the customer.	The data subjects consents to the processing and the information is required to provide you with the necessary services.
Language	To determine the preferred language of communication	The data subjects consents to the processing and the information is required to provide you with the necessary services.
Telephone number, email address and physical address	For communication purposes	The data subjects consents to the processing and the information is required to provide you with the necessary services.

South African Society for Enology and Viticulture will keep your personal information confidential at all times, however, you agree and consent that South African Society for Enology and Viticulture may:

- Communicate with you electronically in relation with the service or product being provided (email, fax, telephone or through any other relevant or secured electronic platform)
- Obtain any relevant personal information, from any person or institution, necessary to comply with the agreement between you and South African Society for Enology and Viticulture.
- Obtain credit information from any person or institution where necessary
- Verify the information provided herein and to contact other third party for purposes of the same
- Disclose personal information to regulatory or government agencies in accordance with the relevant legislation or directive
- Use personal information to market new or other products of the company which may be suitable or relevant to you

Individuals screened for COVID 19

The following needs to be explained verbally to anyone who needs to complete documentation with personal information for COVID 19 Screening. It may also be documented on the document to be completed:

The personal information collected is necessary to comply with the COVID 19 screening as required by the Disaster management Act and supplementary regulations and directives. This information will be kept confidential unless disclosure is required by law. E.g. should a positive case be identified. This information will be stored for a period of 3 months and thereafter be destroyed. If you do not provide the information as required, we can limit or refuse you access to the premises.

Consent

Where the legal basis for us processing your personal information is consent as above, it will be included in the contract or agreement concluded with you. This consent may be withdrawn at any

time, however this withdrawal of consent will not make processing we undertook before your withdrawal unlawful. You will not suffer any detriment for withdrawing your consent.

You may withdraw your consent by contacting our information officer, whose details are provided at the beginning of the privacy policy.

Where the legal basis for processing is for the proper performance of the contract, and you fail to provide us with the information or request us to stop processing this information, it may create limitations on our performance of the contract or agreement.

We may use your information for data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our service, products and marketing.

Sharing information

In processing your personal information, we may share it with third party processors under an operator's agreement. These include but are not limited to:

- a) Server hosts

As an operator, these service providers will not be able to process or use your data for any reason other than to provide the service as required by us. They also need to implement proper safeguards

Retention

South African Society for Enology and Viticulture is required to comply with various different legislative retention periods, which leads to different retention requirements. As such we have opted for the longest retention period required from us for legal purposes and apply this to all our data. Your personal information will be kept for at least 5 years after your loan has been settled in order for us to comply with all legal requirements.

Your legal rights

You have the following rights under the Protection of Personal Information Act:

- a) Request access to your personal information
- b) Request a correction or deletion of personal information
- c) Object to the processing of personal information
- d) Lodge a complaint to the Information Regulator

If you want to exercise any of the rights described above, or are dissatisfied with the way we have used your personal information, please contact the information officer.

Changes to this policy

This policy may change from time to time. The latest effective date will be highlighted at the start of the privacy policy.