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**Suid-Kaap Oumotorklub | Southern Cape Old Car Club**

## **PRIVACY POLICY OF SOUTHERN CAPE OLD MOTOR CLUB**

Good day and welcome to the privacy policy of the South Cape Old Motor Club. We take the collection and processing of your personal information very serious, and we have accordingly acted to get in line with the Protection of Personal Information Act 4 of 2013 (POPI). This document will summarise the way we collect, process, disclose, store and delete your personal information.

### **APPLICATION**

This policy will apply to you each time you visit our website and/or provide your personal information to us via our website or by means of application forms.

### **THE PERSONAL INFORMATION WE COLLECT**

The information that we collect may include the following, but is not limited thereto, information that you provide to us, information that was submitted by an outside third party like a member providing information on a vehicle, photos of members, or members family/children/friends/invitees.

### **ACCEPTANCE**

You must accept and agree to all the terms of this policy when you visit our website or apply to our club to be a member. If you do not agree to anything in this policy, you cannot be accepted as a member of this club or access our services via our website. By accepting this policy, it is deemed that you have read, understood, accepted and agree to be bound by all of the terms of this policy, this will also include all your guests attending the various functions that we host.

### **YOUR OBLIGATIONS**

You may only send us your own personal information or the information of another data subject where you have their permission to do so.

## **CHANGES**

We may change the terms of this policy at any time. We will notify you of any changes by placing a notice on our website, or by sending you an email or letter, detailing the changes that we have made and indicating the date that they were last updated. If you do not agree with the changes, then you must stop using our website our club services and stop attending our club events. If you continue to use our services and attending our events, following notification of a change to the terms, the changed terms will apply to you, and you will be deemed to have accepted those updated terms.

## **COLLECTION**

Once you visit our website, apply for membership and provide us with your personal information you will no longer be anonymous to us. You will provide us with certain personal information.

This personal information will include, but is not limited thereto:

- your name and surname;
- your email address;
- your telephone number;
- your identity number;
- your postal address or street address;

We will use this personal information to provide additional services and information to you as we reasonably think appropriate, and for any other purposes set out in this policy for example notifying you of some of our club events and/or meetings that is held from time to time.

## **ON APPLICATION**

When you apply for membership to our club, you may be asked to provide us with additional information on a voluntary basis.

## **PURPOSE FOR COLLECTION**

We may use or process your information or optional information that you provide to us for the purposes that you indicated when you agreed to provide it to us. Processing includes gathering your personal information, disclosing it, and combining it with other personal information. We generally collect and process your personal information for various purposes, including:

- Organising events;
- marketing purposes – such as pursuing lawful related marketing activities
- legal purposes – such as complying with regulations prescribed from time to time;
- valuation services – in order to provide members proper valuation on their cars;
- research purposes.

## **DISCOVERY / SHARING**

We may share your personal information with third parties in the process of delivering club service to you. We may share your personal information with the following but not limited thereto:

- any outside third parties that is prescribed by the law or regulators;
- personnel – we may share your information with members of our staff or other committee members;
- we may use your personal information for marketing purposes.

## **STORAGE & SECURITY**

We do take the privacy of your personal information serious and have thus implemented state of the art security measures, such as firewall and anti-virus software for all of our electronic equipment. All of the information that is in hard copy will be safely locked away in lockable filing cabinets and is secured within a lockable filing room.

## **RETENTION**

We will only keep your personal information for as long as necessary to fulfil our obligation towards you.

## **ACCURACY**

We will do our best to keep your personal information up to date and relevant we may however ask you to update your personal information from time to time.

## **INTERNATIONAL TRANSFERS**

We may transfer your personal information to locations outside of South Africa, to servers that are not based in the RSA, and to countries that may have less stringent privacy policies.

## **LIMITATION**

We are not responsible for anyone else's privacy policies and give no warranties in this regard.