



# **MASTER BUILDERS ASSOCIATION EAST CAPE (MBA)**

## **PRIVACY POLICY**

### **PROTECTION OF PERSONAL INFORMATION NOTICE**

The Protection of Personal Information (POPI) Act requires us to inform you how we process and disclose personal information we obtain from you.

We are committed to protecting your privacy and will ensure that your personal information is used appropriately, transparently and according to applicable law.

This privacy policy applies to all the MBA electronic media (including our website) and governs data collection, storage and usage. By using our electronic media, you consent to the data practices described in this policy.

#### **1. What information we collect:**

We collect personally identifiable information of all members which could include the following:

- business name,
- trading name,
- street and postal address,
- telephone and fax number
- email address,
- names of directors/partners,
- identity numbers of directors/partners,
- membership category,
- BBBEE status,
- VAT No,
- annual turnover,
- banking details,
- membership status at certain construction bodies

We collect personal information directly from you when you apply for membership or if you want to make use of certain of our services as a non-member.

There is also information about your computer hardware and software that is automatically collected by us, which can include your IP address, browser type, domain names, access times and referring web addresses. This information is used by us for the operation of the service, to maintain quality of the service and to provide general statistics regarding the use of our electronic media.

Please be advised that if you directly disclose personally identifiable information or personally sensitive data to us, this information may be collected and used by others.

We encourage you to review the privacy statements relating to the use of our electronic media you choose to link to, so that you can understand how those media and websites collect, use and share your information. We are not responsible for the privacy statements or other content on websites outside of our website.

## **2. How we use your information:**

We will use your personal information only for the purposes for which it was collected and agreed to with you. This may include:

- Processing your documentation in respect of membership application;
- Processing of membership payments;
- Conducting credit reference searches or verification;
- Confirming and verifying your identity or for security purposes;
- Conducting market or member satisfaction research or for statistical purposes;
- Auditing and record keeping requirements;
- Providing our services to you, to carry out the services you requested and to maintain and constantly improve our relationship with you;
- Providing you with communications in respect of MBA related matters that may affect you;
- In connection with and to comply with legal and regulatory requirements or industry codes to which we subscribe or which apply to us, or when it is otherwise allowed by law.

## **3. Disclosure of your information:**

We may disclose your personal information to our preferred service providers whose services or products you elect to use.

We may also share your personal information with, and obtain information about you from third parties for the purposes listed in 2 above.

We may also disclose your information where we have a duty or a right to disclose in terms of applicable legislation, the law or industry codes or where it may be necessary to protect our rights.

## **4. Safeguarding your information:**

The POPI Act requires us to adequately protect the personal information we hold and to avoid unauthorised access and use of your personal information.

We will continuously review our security controls and processes to ensure that your personal information is secure.

## **5. Your rights to access and correction of your personal information:**

You have the right to access the personal information we hold about you. You also have the right to ask us to update, correct or delete your personal information. We will take all reasonable steps to confirm your identity before providing details of your personal information or making changes to your personal information.

You can contact us at the number or address listed below and request the information you would like:

Information Officer: Greg Steele  
Telephone number: 041 365 1835  
Address: 82 Worraker Street, Newton Park, Port Elizabeth  
Postal: PO Box 7086, Newton Park, Port Elizabeth, 6055  
Email address: greg@ecmba.org.za  
Website: www.ecmba.org.za

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