

## SAVC Privacy Policy

### 1. The Privacy Policy

The SAVC is committed to protecting the privacy of visitors to the SAVC website and of its web portal for its registrees. The SAVC is attempting to employ best practice when it comes to the collection and processing of personal information in accordance with data protection or privacy legislation.

Please check the privacy policies on any linked websites before you submit any personal information to those websites as the SAVC is not responsible for information captured and processed on such websites.

### 2. What is Personal Information?

“Personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person including, but not limited to:

- a) information relating to the race, gender, sex, pregnancy, marital status national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- b) information relating to the education or the medical, financial, criminal or employment history of the person;
- c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- d) the biometric information of the person;
- e) the personal opinions, views or preferences of the person;
- f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- g) the view or opinions of another individual about the person; and
- h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

### **3. Information Collected**

Registrees will be required to provide personal information in order to enable the SAVC to fulfil its functions in terms of the Veterinary and Para-Veterinary Professions Act, Act 19 of 1982, e.g. register students, register veterinary and para-veterinary professionals, issuing Letters of Good Standing, performing inspections, etc. The information is stored manually or electronically, or as a combination of both. The information provided will be kept for as long as is necessary to fulfil that purpose, as well as in accordance with the SAVCs information retention policy which is aligned with the National Archives of South Africa Act, Act 43 of 1996.

### **4. How the Information Collected is Used?**

The information will only be used it for the purposes allowed by law. Personal information will not be sold to third parties, provided to direct marketing companies or any other organisations without your permission. The SAVC may disclose your personal information to third parties if the SAVC under a duty to disclose or share such information in order to comply with any legal obligation or to protect the rights of the SAVC.

Demographical and statistical information may be collected for purposes of transformation as allowed by law. Any disclosure of this information will be in aggregate form and will not identify individual users.

### **5. Security measures**

Data is held only as long as may be legally required. Information that you provide to us will be stored electronically as well as in hard copy format (at times). The SAVC introduces reasonable security measures protecting such information. The SAVC, however, works with third party contractors, some of whom host and operate certain features of the website and the web portal for the registrees. The information collected may be stored in, or transferred to, a destination outside of South Africa and/ or may be processed by staff operating outside South Africa who work for the SAVC or for one of its contractors. By submitting personal information, you agree to this transfer, storing and processing. The SAVC will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

### **6. Quality and protection of your Information**

The SAVC strives to keep the personal information updated, complete and accurate. It is your duty to provide the SAVC with your most up to date personal information and you can do so by logging in to the SAVCs web portal for its registrees. The SAVC strives to ensure the security of personal information by taking reasonable measures to prevent destruction, unlawful access and loss of personal information. Any compromise of data integrity or confidentiality will be reported to you by written notice.

Should you be unable to access the SAVCs web portal, kindly contact the SAVC at (012) 345-6360.

#### **7. Access to Information**

The Promotion of Access to Information Act, 2000 gives you the right to access information held about you. For further information about this right and how to exercise it, please see the SAVCs PAIA Manual.

#### **8. Changes to the SAVC Privacy Policy**

Any changes we may make to our Privacy Policy in the future will be posted on this page.

#### **9. Contact**

Any queries or concerns about privacy on this website should be sent by email to [legaldirector@savc.org.za](mailto:legaldirector@savc.org.za).