

# POPIA

Without SSA having access to personal information, youth and adult members wouldn't be able to register as members, take part in activities or attend courses. We would not be able to warrant adult leaders for specific roles or communicate with alumni. But before you do anything with personal information, you should stop to think whether you are using the personal information responsibly. Treat personal information as if it were for your eyes only.

## GENERAL PROCESSING PRINCIPLES

A responsible party must comply with all 8 conditions for lawful processing, namely:

### 1 Accountability

You will be responsible for ensuring POPIA compliance.

### 2 Processing Limitation

You must only process that information which you require.

### 3 Purpose Specification

Personal information must be collected for a specific purpose.

### 4 Further Processing Limitation

Further processing of personal information (i.e. outside original purpose) must be compatible with the original purpose of collection.

### 5 Information Quality

Steps must be taken to ensure that personal information records are complete, accurate and up to date.

### 6 Openness

You must disclose certain information to data subjects (i.e. that their info is being collected, where it is collected from and how it is used).

### 7 Security Safeguards

Appropriate, reasonable technical & organisational measures must be implemented and maintained to prevent loss of, damage to, or unauthorised destruction of, or unlawful access to, personal information.

### 8 Data Subject Participation

Data subjects have the right to request details of the personal information that a responsible party holds about them and in, certain circumstances, request access to such information.