



ALGOA MOTORSPORT CLUB
2014/192619/08

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BLUEWATER BAY
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ALGOA MOTORSPORT CLUB POPI MANUAL VER 1 OF 31 07 2021

DATE	VERSION	CHANGE CONTROL
31 07 2021	ONE	NEW – POPI ACT COMES INTO LAW


Ashwin Harri


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Barry Kapelus


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Silvio Scribante


Lucille Elliott

08.11.2021 digitally signed by each Director

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1. Purpose of the Manual:

This manual provides a framework to ensure the protection and integrity of data at ALGOA MOTORSPORT CLUB in line with the PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013.

This manual applies to data handling during every aspect in the entire operational process, including:

- 1.1 the collection of relevant data only,
- 1.2 access to data by relevant parties only,
- 1.3 to ensure confidentiality and integrity of data processed and stored,
- 1.4 regular updating of data to ensure the accuracy of such data,
- 1.5 application of data for the intended purpose only
- 1.6 obtaining written consent from the data object (club member, employee, etc.) in order to use data for other specified purpose, for example marketing
- 1.7 appropriate discarding of data after the intended purpose has been completed

2. Organizational Structure: Algoa Motorsport Club NPC

Physical address	Erf One, Coega IDZ
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Telephone:	066 4641 690
Email address:	amsc.bod@gmail.com
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The following structures operate within the above-mentioned legal entity:

Board of Directors:
Sporting Committee
Track Manager
Race Officials
Members

Details of the head and support information officers

Head Officer	Lucille Elliott – Company Secretary/Board Member
Support Officer	Brian Jerling – Track Manager

3. Accountability per Structure

- 3.1 Personal data should only be processed after updating the Personal Access to Information (PAIA) Register.
- 3.2 The data subject (member, employee, supplier, etc.) must be aware of the collection of the data, except if the data subject is already aware and the particulars are stated in PAIA Register.
- 3.3 Communication processes must be established to enable the data subject access to their personal information and the ability to request correction or updating of their personal data.

4. Purpose for collecting data

Data can only be collected for a specific and lawful purpose related to a specific function of the responsible party (as per structure).

5. Data collection must be proportionate to the purpose

- 5.1 The data subject (member, employee, supplier, etc.) must be aware of the purpose of collecting data and understand the purpose of collecting the data
- 5.2 The data subject must also provide consent for the collection of the data.
- 5.3 Collection of data must be directly from the data subject, unless it is contained in a public record.
- 5.4 Data cannot be transferred to service providers or third parties
- 5.5 Data cannot be kept after the intended purpose has been completed, unless the data subject consents in writing, or if required by law.
- 5.6 Data must be discarded after used for the intended purpose in an appropriate manner that will prevent reconstruction of the data.

6. Data Integrity and Quality

- 6.1 Identify un/structured data per business process, function & business unit:
- 6.2 Maintain the accuracy of collected personal information
- 6.3 Check that data is not misleading or fraudulent
- 6.4 Master data must exclude unnecessary data
- 6.5 Master data must be secured and accessed only for a specified business purpose
- 6.6 Identify business process to safeguard data, including:
- 6.7 Review the systems in place to prevent data leakage
- 6.8 Systems in place to prohibit access or processing of data by unauthorized parties.

- 6.9 Regularly review the contractual obligations of third parties
- 6.10 Marketing: Data subjects must provide permission before being added to member lists or WhatsApp Groups to receive electronic updates, etc. and must also have the opportunity to unsubscribe.
- 6.11 The following communication should be sent to all members and placed on the AMSC Website as a required field to accept on the membership application.

“The Protection of Personal Information (POPI) Act is effective from 1 July 2021. You, as our valued member, are already receiving our updates via e-mail/ WhatsApp and we would like to continue sharing our latest club information and events with you. If you wish to continue receiving our updates, no action is required. You have the option to unsubscribe at any time, by replying to the email with “Unsubscribe” in the Subject or requesting an Admin member of the WhatsApp group to remove you from the group. Please note that you will not receive the latest information about the club and events, should you choose to unsubscribe.”

- 6.12 The Consent and Notification form in terms of the Protection of Personal Information Act No 4 of 2013 should be emailed to all new members; management team members; officials and contractors or suppliers and their response kept in the Register.

8. Procedure & check list per Structure

- 8.1 Identify the legitimate business purpose for processing data
- 8.2 Update a register of processing of personal data
- 8.3 Obtain permission from the head information officer if necessary
- 8.4 Implement a system of internal control to maintain data integrity
- 8.5 Contact data subjects, obtain consent forms and ensure accuracy of data
- 8.6 Enable data subject to object to processing of personal data
- 8.7 Risk assessment for the protection of personal data
- 8.8 Train team members on procedure
- 8.9 Update contracts & obligations of data subjects (members, service providers, Etc.)
- 8.10 Respond to requests of the Head Information Officer
- 8.11 Comply with the requirements of the Act