



PRIVACY POLICY

2021

Introduction

SANESA cares about the privacy, security and online safety of our School Members, Coaches and Riding Schools and most particularly our children who are Registered Riders, and we take our responsibility to protect this personal information very seriously. This Privacy Policy explains how we collect, use, share and protect your personal information, as required by the Protection of Personal Information Act (POPIA).

SANESA may need to update this Privacy Policy from time to time. If changes affect you personally, we will try and contact you directly because it is important to us that you understand at all times how your personal information is used. Please make sure that we always have your latest contact details.

The meaning of processing your personal information

To help you understand this Privacy Policy, we include the explanations of the terms 'personal information' and 'process' as used in POPIA:

- Personal Information and Special Personal Information is any information relating to an identifiable living or juristic person. Some examples are race, gender, nationality, age, disability, language, education, identity number, telephone number, email and postal or street address.
- Process means any operation or activity, whether automated or not, concerning personal information, including: collection, receipt, recording, organisation, collation, storage, updating or modifying, retrieval, alteration, consultation, use, dissemination by means of transmission, distribution or making available in any other form, merging, linking, as well as blocking, degradation, erasure or destruction of information. "Processing" will have a similar meaning.

Why we process your personal information

SANESA collects the personal and contact information of our Member Schools and Registered Riders, being learners registered or enrolled in Member Schools, purely to facilitate and organise competitive inter-school, inter-district and inter-provincial equestrian school sport, and to facilitate the award of District, Provincial and National Colours to qualifying Registered Riders, and where instructed by the Registered Rider to transfer certain information to specific equestrian disciplines for the purposes of the allocation of appropriate grading points.

Thus, we use your personal information in order to do the following:

- identify and communicate with you;
- process your requests or instructions;
- manage your entries and results;
- follow the laws of South Africa;
- offer other products and services to you.



When we share your personal information

In order to fulfil the aforementioned objectives, SANESA may share your personal information with Member Schools, Regional/Provincial Sports Councils, SASCOC, the SAEF and its members, including the various Discipline Associations. These are some examples of when we will share your personal information:

- When required by any regulatory authority or governing body;
- When required by legislation or any legal process;
- To protect and defend our rights and property;
- When you have given us direct permission to do so;
- When required to support any award or the conferment of any colours.

We will never sell your personal information or share it with other parties for their own marketing use unless you have given us direct permission.

Information that you choose to give us

- **Member Schools:** provide identifying information as to their location and contact details, necessary in order for the Member School to be allocated to the correct district, and to facilitate communication regarding Membership matters, including notifications of competition details and results, annual general meetings, and awards;
- **Registered Riders:** the parent or guardian of all registered riders are required to provide only the personal information of the rider wishing to register to compete in the SANESA that is necessary in terms of the competition requirements and as may be required for statistical and reporting purposes;
- **Coaches:** a coach choosing to register with SANESA is required to provide the personal, contact and qualification information in order to facilitate the offering of their services to the registered riders;
- **Riding Schools:** a riding school to register with SANESA is required to provide the personal and contact information in order to facilitate the offering of their services to the registered riders.

Information is automatically collected

When you use any of our digital channels like our website and apps, our service provider may receive, and store information generated by your activities (usage data gathered by cookies) and other information that is automatically collected from your browser or mobile device. Most of this data is generally not personally identifiable. However, some of this data, either alone or when linked with other information, may allow your identity to be discovered. We treat this combined data as personal information, and we protect it accordingly.

- Cookies are small text files that are created when you view a website. They gather usage data which includes information about the sites you visited, the number of times you visit, the date, time and length of your visit, which products or services you viewed and which areas of the site you visited.
- Other information automatically collected may include your IP (Internet protocol) address, browser type and version, preferred language, geographic location, wireless or Bluetooth technology on your device, operating system and computer platform.



How we protect your data

We take every reasonable precaution to protect your personal information (including information about your activities) from theft, unauthorised access and disruption of services. Our security controls are designed to maintain an appropriate level of data confidentiality, integrity, and availability. We regularly test our website, data centres, systems, and other assets for security vulnerabilities. However, we cannot guarantee the security of any personal information that you willingly disclose to us. Please note that we process and collect your personal information when you use our website, contact us electronically or complete an entry form or access results online.

Receiving information from us

We need to be able to communicate with both our Member Schools and our Registered Riders, to update or advise them regarding various issues, such as upcoming events, competitions, rule changes, notices of meetings and the like. As such we request your contact information and permission to send you these general communications. If you do not want to receive communications from us, you can change your preference by updating your registration details on-line and unchecking the “receive communications” on your registration form. However, please note that even if you choose not to receive general communications from us, we may still communicate with you regarding specific issues of concern from time-to-time.

Accessing, changing or removing your personal information

You may freely access, change or remove certain of your personal information from our records should you decide to no longer participate in SANESA. Please note that SANESA does retain historical result data from each of its competition events, and it may retain certain de-identified information for statistical and reporting purposes only.

Final comments

We reserve the right to amend this Privacy Policy from time to time, and you agree that you will review the terms of this Privacy Policy whenever you visit our website for any such amendments. This Privacy Policy will be governed by and construed and interpreted in accordance with the laws of the Republic of South Africa.

When you do visit our website, and in the process provide us with your personal information, you will be agreeing to the provisions set out above. You also authorise us to act on the information that you send electronically. Ensure that you have read and understood the terms and conditions of this Privacy Policy before you provide us with your personal information.