

THE CONSTRUCTION ADJUDICATION ASSOCIATION OF SOUTH AFRICA

PRIVACY POLICY

Summary

The Construction Adjudication Association of South Africa (CAASA) have developed this policy in order for you to understand how we collect, use, communicate and make use of personal information and who you can contact for more information or queries.

Personal information

Personal information is anything that enables you to be identified or identifiable, e.g. your name, email address or telephone number. It is defined in POPIA as information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, juristic person

Collection of personal information

Below are some examples of how you may provide personal information to us:

- Contacting us (e.g. website, email or telephone);
- Subscribing to becoming a member of the organisation;
- Applying to the CAASA Panel of Adjudicators;
- Requesting the nomination of a CAASA Adjudicator;
- Registering for events and conferences; and
- Attending training courses;

For what purpose and on what ground do we process your personal information

- To confirm and authenticate your identity;
- To update and enhance our records;
- To process your membership to the organisation and provide you with login details;
- To process your application as a CAASA Panel adjudicator and communicate any nominations;
- To process the nomination of an Adjudicator; and
- Any other purposes for which you provided the information to us, including any of the purposes given in the "Collection of personal information" section above.

Security of personal information

We have implemented generally accepted standards of technology and operational security to protect personally identifiable information from loss, misuse, alteration or destruction. Only authorised persons are provided access to personally identifiable information we have collected, and such individuals have agreed to maintain the confidentiality of this information.

Although we use appropriate security measures once we have received your personal data, the transmission of data over the internet (including by e-mail) is never completely secure. We endeavour to protect personal data, but we cannot guarantee the security of data transmitted to or by us.

Contact Information

If you believe that The Construction Adjudication Association of South Africa has not adhered to their privacy policy, please contact The Organisation on the below details. We will use commercially reasonable efforts to promptly determine and remedy the problem.

Tel: (+27) 11 648 9500

E-mail: admin@adjudicators.co.za

Yours faithfully,

Tiffany Widlake

Secretary, Construction Adjudication Association of South Africa