


POLICY H – OFFICE BEARERS, EMPLOYEES AND VOLUNTEERS CONFIDENTIALITY POLICY

Revision Number	Proposal Date	Acceptance Date	Effective Date	Signed-Off Officer	Signature
1	14 Aug 2018	16 Aug 2018	16 Aug 2018	P R Hefer	

OVERVIEW

Dressage SA has an obligation to ensure that proper safeguards are in place to protect the integrity of personal information and to ensure that such information in no way ends up in the wrong hands.

All administrators are responsible to ensure that all personal information kept on any accounts system, database and other lists and documents, kept for any purposes, is protected by passwords and that only identified, designated and authorised users have access to such passwords. Further, administrators at the national office of **Dressage SA** and **Presidents** at all **Dressage SA** Provincial Bodies are responsible to ensure that all employees, temporary staff, office bearers and volunteers that have access to personal information sign a non-disclosure and confidentiality agreement with regards to such personal information;

POLICY PRINCIPLES

Safeguarding the personal information of our members, officers, officials, council members, suppliers and sponsors is not only a good practice but is a legal obligation in terms of **Act no 4 of 2013 – Protection Of Personal Information Act**, also known as the **POPI Act**.

It is the implicit duty of administrators and office bearers at the national office of **Dressage SA** and **Presidents** at all **Dressage SA** Provincial Bodies to ensure that all users of any of the **Dressage SA** systems and documents, whether electronic or not, are aware and understand the risks involved with POPI and further that they know how to process personal information lawfully.

PROCEDURES

1. USERNAME AND PASSWORD

Dressage SA will in all circumstances ensure that users working on electronic systems including the **Dressage SA** Database and Accounting systems are issued with unique usernames or passwords or both. Such users must be instructed NEVER to share or allow anyone to utilise these login credentials. If there is any suspicion that such confidentiality has been breached, system administrators should immediately be notified so that username and password resets can be affected. Forced resets of usernames and passwords should be affected for all users that have extensive access to personal information as often as practically possible but at least on an annual basis. All confidential information documents containing personal information must be password protected before replicating or sending to others via email or any other electronic transfer including the use of memory sticks and the like.



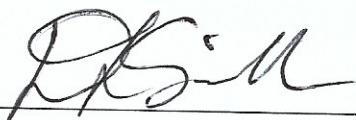
2. SIGNING A NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

Before any employees, temporary staff, office bearers, officials and volunteers are given any access to personal information the President or Secretary of that body must ensure that they individually sign a copy of the non-disclosure and confidentiality agreement as per Annexure A below with regards to such personal information;

3. RECORDKEEPING OF THE CONFIDENTIALITY AGREEMENTS

A signed copy of the confidentiality agreement must be emailed to the Secretary of the National office before any access to any system may be granted be that on a permanent or a temporary basis. The Secretary of the National Council of **Dressage SA** will be responsible for ensuring the filing and safekeeping of the non-disclosure and confidentiality agreements.

Tabled by the Executive Council of Dressage South Africa on 16 August 2018

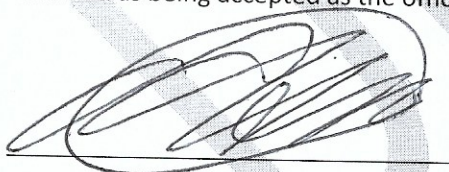


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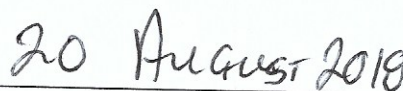


Date

Resolved as being accepted as the official Policy of the Association by the Council on 16 August 2018



Pierre Hefer



Date