



30 June 2021

South African Professional Institute for Kinderkinetics

NOTICE OF COLLECTION AND PROCESSING OF PERSONAL INFORMATION

The South African Professional Institute for Kinderkinetics (SAPIK) collects and processes personal information in respect of all Kinderkinetici who is mandated to register with the Professional Body to practice under the Trademark *Kinderkinetics*.

SAPIK as a Professional Body is established as a Voluntary Institution/Professional body and registered as a Non-Profit Organization (NPO), NPO number 2015/047186/08 following the Companies Act 71, 2008. The purpose of SAPIK as an Institution/Professional body is to administrate and manage the Profession of Kinderkinetics, which is in the interests of the public and particularly the members of the Institution/Professional body. Consequently, to optimally perform the duties of the Institution/Professional body, it must collect some of your personal information to effectively administrate your member record, to ensure that you are registered with the Institution/Professional body and in turn lawfully practice under the Trademark *Kinderkinetics*. Furthermore, SAPIK will make use of your personal information to update the Kinderkinetics members and practice registration lists annually that will be available on the SAPIK website. SAPIK will also use your personal information to complete the mandatory South African Qualifications Authority (SAQA) data-loads of Professional bodies that are registered at SAQA as mandated by SAQA on an annual basis. Lastly, SAPIK will use your personal information annually when taking out Professional Indemnity Insurance for all registered SAPIK members on behalf of the members.

The Protection of Personal Information Act (POPIA) stipulates that personal

information may be collected and processed in accordance with a lawful obligation (in other words there is a law, like the Companies Act 71, 2008 and the SAQA act). In the ordinary course of business, your prior consent is not required. SAPIK wishes to provide you with the necessary comfort that it has reviewed all personal information collected/processed by SAPIK and confirms that the information is collected/processed lawfully in terms of POPIA and in accordance with the requirements of the Companies Act 71, 2008 and the SAQA Act, if applicable, or any other relevant legislation. SAPIK has service providers, including our website host, who are performing some of SAPIK's duties and responsibilities on behalf of SAPIK, and with whom your personal information is shared. SAPIK is in the process of reviewing all our service agreements with the various service providers to ensure that POPIA is adequately provided for and that your personal information is lawfully processed and protected.

The type of personal information collected and processed by SAPIK is as follows but not limited to:

Names	Cell-phone number
Surname	Home and work telephone number
ID number	Email address
Nationality	Banking details (where necessary)
Home language	Physical, mental and health information
Ethnic group	Occupation information
Gender	Employment information
Physical and Postal address	Practice information

Consent

As indicated above, personal information is collected by SAPIK, in accordance with a lawful obligation and therefore does not require prior consent from you as a member. There are limited instances where your prior consent will be required before personal information can be shared. In these instances, a declaration will be signed between SAPIK and the intended member(s). Please rest assured that SAPIK has gone to great lengths to identify all instances where prior consent is necessary and has put the required controls in place to ensure that prior consent is obtained.

Incorrect/change to personal information

In the event that your personal information reflected on any SAPIK communication, document and or website, is incorrect or has to be changed, you are advised to contact the administration officer, which is also the POPIA Information Officer of SAPIK, who will guide you in the process.

Complaint's procedure

Should you have any concerns regarding a specific process/situation where you feel that your personal information was collected/shared without your consent or should you have a complaint that relates to the processing of your personal information or a possible infringement upon your rights, you are encouraged to contact SAPIK's Information Officer to ensure swift and efficient attention to the matter.

Email: sapikinfo@gmail.com

Should your complaint remain unresolved, you may submit a complaint to the Information Regulator in the prescribed manner and form alleging interference with the protection of your personal information.

The address of the Information Regulator is as follows:

The Information Regulator (South Africa)
33 Hoofd Street, Forum III, 3rd Floor, Braampark
PO Box 31533, Braamfontein, Johannesburg, 2017
Complaint's email: complaints.IR@justice.gov.za
General enquiries email: infoereg@justice.gov.za

Professional Body Board
South African Professional Institute for Kinderkinetics

Dr. Barry Gerber President	Me. Gizelle Kruger Vice President - Practice	Dr. Alretha du Plessis Vice President - Training
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