

PHILATELIC FEDERATION OF SOUTH AFRICA

Tel 083 399 1755

Email : pfsastamps@gmail.com

Web Site: www.stampssa.africa



PO Box 53100

Wierdapark

0149

PRIVACY STATEMENT

1. YOUR PERSONAL DATA.

- 1.1. The PFSA stores data about its members and subscribers (i.e., the affiliated societies & clubs, the affiliated dealer association (SAPDA), the members of affiliated societies who are subscribers to the print or e-versions of the South African Philatelist and the dealers who are members of SAPDA), its office bearers, and of contributors to and advertisers in the South African Philatelist including name, email, postal address, collecting interests, phone number(s), subscription payments and method.
- 1.2 We have reviewed the purposes of our processing activities. We believe that the processing is necessary for purpose of operating the Federation. We have identified 'Legitimate interests' as being the appropriate lawful basis which applies to our activities and documented our decision to help us demonstrate compliance with applicable Laws, including lawful requests for information received from local or foreign law enforcement and government.

2. PFSA PRIVACY STATEMENT.

- 2.1 Information supplied by you will only be used by the PFSA lawfully, in accordance with POPI Act (and for members in the EU, the General Data Protection Regulation 2018) to provide you with membership services, for example: sending you the South Africa Philatelist, STAMPS SA Newsletter, details of exhibitions, other occasional news information and subscription renewals; to carry out any other obligations arising from your membership subscription; and contacting you on matters arising directly from your membership.

3. PFSA WEBSITE PRIVACY POLICY

- 3.1 The PFSA maintains a public website (www.stampssa.africa) The privacy policy of the website is at appendix A.

4. GENERAL

- 4.1 By submitting any personal information, you provide consent to processing of your personal information.
- 4.2 We are committed to protecting and respecting your privacy and will not share your data with any other member without your written consent. We will not sell your personal information to any third party. We will hold your personal information on hard copy and digitally.
- 4.3 We may retain your personal information indefinitely, unless you object, in which case we will only retain it if we are permitted or required to do so in terms of Applicable Laws.
- 4.4 You can send comments, forward questions, or check the information that we hold about you by emailing us at pfsastamps@gmail.com
- 4.5 We may amend this Statement from time to time and any such amendment will come into effect by publication on our website. It is your responsibility to check the website often.

- 4.6 You hereby indemnify and hold PFSA harmless from any loss, damages or injury that you may incur because of any unintentional disclosures of your personal information to unauthorised persons or the provision of incorrect or incomplete personal information to the PFSA.
- 4.7 Should you have any complaints about the PFSA's use of your personal information it is your right to refer any such complaint to the Information Regulator of South Africa.

Complaints email: complaints.IR@justice.gov.za

General enquiries email: infoereg@justice.gov.za.

André du Plessis
31 August 2021

APPENDIX A

WWW.STAMPSSA.AFRICA WEBSITE PRIVACY POLICY

Privacy

We are committed to protecting and respecting your privacy. We will not pass any of your information or details on to third parties.

This policy explains how we use the information we collect about you and the procedures that we have in place to safeguard your privacy. This privacy policy covers your use of this website.

Cookies

Please note that we use cookies to provide you with the best possible online experience.

If you leave a comment on our site you may opt-in to saving your name, email address and an encrypted password in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser. When you log in, we will also set up several cookies to save your login information and your screen display choices. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed. If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited and expires after 1 day. No financial personal details (e.g. credit card number, cvv etc.) are kept in our database – that is handled by very secure payment gateways.

For more specifics contact mailto: pfsastamps@gmail.com

Comments

When visitors leave comments on the site, we collect the data shown in the comments form, and the visitor's IP address and browser user agent string to help spam detection. An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment. We also collect personal information from our online visitors on a voluntary basis when they sign up to receive our newsletter. If you would prefer not to get any correspondence from us, please contact us and we will make sure your details are removed from any of our mailing lists. By supplying us with your details you are consenting to our use of your information in the manner described above and signify your consent.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Security of your information

We follow strict security procedures in the storage and disclosure of information which you have given us. This is to prevent unauthorised access or unlawful processing of your personal information. We keep your information confidential and store it on a secure server which is password protected and hidden behind a firewall from the outside world. Our internal procedures cover the storage, access, and disclosure of your information.

Non-disclosure to third parties – unless we have your express consent, we will only disclose your personal data to third parties if this is required for the purpose of completing your transaction with us. This is subject to the proviso that we may disclose or transfer your data to a partner company where you have supplied information via a site which is co-branded with that partner company or to members of our own group. If personally identifying data about you may be shared with a partner company, we will tell you before we collect or transfer the data so that you may opt out of this transfer if you wish. An example would be a courier service for the purpose of delivery of goods. We use your information only as set out in this Policy and will not sell, rent or pass your information on to others for marketing purposes without your express consent.

We may however provide aggregate statistics about our customers, sales traffic patterns and related site information to reputable third-party vendors and relevant affiliate partners, but these statistics will include no personally identifying information.

Your consent

By submitting your information and using our web site, you consent to the collection, storage, and processing of your personal information by us in the manner set out in this Policy. If we change our Privacy Policy we will post the changes on this web site so that you are always aware of what information we collect, how we use and under what circumstances we disclose it.

Hyper-links

Our web site may contain hyper-links. These hyper-links connect you to sites of other organisations which are not our responsibility. We have used our reasonable endeavours in preparing our own web site and the information included in it is done so in good faith. However, we have no control over any of the information you can access via other web sites. Therefore, no mention of any organisation, company or individual to which our web site is linked shall imply any approval or warranty as to the standing and capability of any such organisations, company or individual on our part.

Security

We are committed to providing a safe and secure experience for all affiliated societies and associations and for subscribers and direct subscribers and visitors to our website. our customers.

What rights you have over your data if you have an account on this site, or have left comments

You can request to receive personal data we hold about you, including any data you have provided to us. You can ask us to erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

PAIA MANUAL

Philatelic Federation of South Africa

Manual prepared in terms of sec 51 of the Promotion of Access to Information Act, No 2 of 2000.

Overview:

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act").

The Act gives effect to the provisions of Section 32 of the Constitution and provides for the right of access to information held by another person or entity, where such information is required by someone to exercise or protect his/her rights.

The Philatelic Federation of South Africa (PFSA) is a voluntary association organised as a federation of clubs & societies for stamp collectors and philatelists of all ages and all types. The PFSA encourages collectors to form or belong to clubs/societies but also provides for those who prefer not to belong to an organised body; such individuals may benefit from the work and activities of the PFSA as *direct subscribers*.

This Manual serves to inform members of the public, as well as data subjects of the PFSA, of the categories of information held by the PFSA which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an access application being made in terms of the Act.

The PFSA has developed internal measures and adequate systems to process requests for information access subject to the relevant requirements as set out in the Manual, the Act, the Protection of Personal Information Act of 2013, and other relevant legislation.

Contact details

André du Plessis Chief Operating Officer & Secretary
Mobile (+27) 083 399 1755
andredupfs@gmail.com
pfsastamps@gmail.com

Information Officer

André du Plessis Chief Operating Officer & Secretary
Mobile (+27) 083 399 1755
pfsastanmps@gmail.com

A copy of this Manual is available:

- On request from the Information Officer
- On our website: www.stampssa.africa
- If requested by the Information Regulator, and in terms of which, it will be provided by the PFSA
- From the South African Human Rights Commission ("SAHRC") – see details below

How to request records held by the PFSA

Requests for access to records held by the PFSA must be made on Request Form C – (click on the link)

<https://stampssa.africa/wp-content/uploads/2021/11/HRC-POPI-Act-Complaints-Form-2011-1-1.pdf>

contained in the Regulations regarding the Promotion of Access to Information, attached as part of Appendix 1 of this Manual, or from Information Officer or can be downloaded from the SAHRC website (www.sahrc.org.za).

When a record is requested, the following will apply:

- Request Form C must be completed. (Appendix 1)
- On the Request Form all details must be completed, including the right the requester wants to protect by requesting the information.

- If the Requester is acting on behalf of someone else (e.g., an attorney acting on behalf of a client), the signature of the other person (i.e., the client) must appear on the form and the PFSA shall have the right to verify that the person on whose behalf the request is being made did indeed authorise such request.
- The Requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc) s/he wants to access the information.
- If the record is part of another record, the Requester will only be granted access to that part of the record that pertains to the information s/he wants or is entitled to, and not the rest of the record.
- Fees may be payable subject to the nature of the Requester. These fees are prescribed by law and can change from time to time. The fee list is available below.
- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.
- Every other requester, who is not requesting access to a record containing personal information about him/her or itself, must pay the request fee.
- The Information Officer must by notice require the requester (other than a personal requester) to pay the prescribed fee before further processing the request).
- The fee that the requester must pay to the PFSA is R50,00. The requester may lodge an application in court against the tender or payment of the request fee.
- If access to a record/s is granted by the PFSA, the requester may be required to pay an access fee for the search for and preparation of the records and for re-production of the record/s.
- The access fees which apply are set out below and can be found in Part III of Annexure A of the Regulations to the Act.

	Reproduction	Fee
1	Photocopy of an A4-size page or part thereof	R1.10
2	Printed copy of an A4 -size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
3	For a copy in a computer readable form on flash drive or compact disk	R70.00
4	Transcript of visual images on an A4-page or part thereof	R40.00
5	Copy of visual images	R60.00
6	Transcription of an audio record on an A4-size page or part thereof	R20.00
7	Copy of an audio record	R30.00

All requests will be evaluated against the provisions of the Act (in conjunction with any other legislation, including the Protection of Personal Information Act of 2013).

The Act allows the Information Officer to refuse access on grounds stipulated in the Act or in terms of the Protection of Personal Information Act of 2013. Some of the grounds include, but are not limited to:

- Professional privilege.
- That it is necessary to protect the commercial information or the confidential information of a third party.
- That the record constitutes privileged information for the purposes of legal proceedings.
- That it is necessary to protect the safety of individuals or property.
- That granting access would result in the unreasonable disclosure of personal information about a third party.

The PFSA is obliged under the Act to respond to a request for access to information held by it within 30 days of receipt of the request. The Act provides for other processes that can be followed by a Requester should his/her request under the Act, or any other legislation, be denied.

Guide to PAIA and POPIA

The SAHRC has published a guide containing information that may reasonably require by any person who wishes to exercise any right under the Act. This guide is available on the SAHRC website or at the following address:

The South African Human Rights Commission
PAIA Unit Research and Documentation Department
Private Bag X2700
2041 Houghton,

Telephone: +27 (0)11 877 3600 Fax: +27 (0)11 403 0625 Email: paia@sahrc.org.za Website:
www.sahrc.org.za

This function may be taken over by the Information Regulator.

Voluntary disclosure

The following information is available to the public and does not require an application for access under the Act:

- Any information contained in the PFSA Website.
- Any information published by the PFSA in any material form including awards made.
- The constitution, bylaws and objectives of the PFSA.

Protection Of Personal Information

The PFSA carries personal information about affiliated societies and dealer associations and about direct subscribers. Access to this is governed by the PFSA's privacy policy.

The PFSA processes personal information to provide services to affiliated societies (and the members of such societies) and dealer associations and direct subscribers. Processing is governed by the PFSA's privacy policy.

Cross-border flows of Personal Information will only be transferred out of the Republic of South Africa if

- The third party who is the recipient of the information is subject to a law, binding corporate rules or binding agreement which provides an adequate level of protection.
- The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the PFSA and a third party (e.g., the organiser of an exhibition in another country; or
- The transfer is for the benefit of the data subject and-
- It is not reasonably practicable to obtain the consent of the data subject to that transfer; and if it were reasonably practicable to obtain such consent, the data subject would be likely to give it.

Description of information security measures to be implemented

The PFSA takes all reasonable, appropriate, technical, and organisational measures to protect Personal Information from loss, damage, unauthorised access, processing, destruction, or manipulation.

André du Plessis
31 August 2021

Appendix 1

Click on the link for request form:

<https://stampssa.africa/wp-content/uploads/2021/11/HRC-POPI-Act-Complaints-Form-2011-1-1.pdf>