|  |  |  |
| --- | --- | --- |
| S. Alderson Emergency Medical Training (Pty) Ltd | ***PROTECTION OF PERSONAL INFORMATION ACT 4, 2013******(As of 1st July 2021)*** | Doc. No GENF 024Rev. No.: 0 |
| Prepared by:C. Alderson**Quality Management Representative** | Approved by:S. Alderson**CEO** | Date: 2021/06/01  |

**CONSENT TO PROCESS INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (POPI)**

SAEMT will be using the MerSeta NSDMS and you hereby acknowledge that you have read the following Protection of Personal Information notice…

**COLLECTION OF PERSONAL INFORMATION**

SAEMT will only collect personal information consistent with the purpose for which it is required. Personal information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, as defined in the Protection of Personal Information Act, 2013 that SAEMT may collect, includes but is not limited to:

* information relating to the race, gender, sex, national, ethnic or social origin, colour, age, physical or mental health, well-being, disability, religion, culture, language and birth of the person;
* information relating to the education or the medical, financial, criminal or employment history of the person;
* any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
* the biometric information of the person;
* the personal opinions, views or preferences of the person;
* correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
* the views or opinions of another individual about the person; and
* the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

There is also information about your computer hardware and software that is automatically collected by the merSETA. This information can include your: IP address, browser type, domain names, access times and referring website addresses, if applicable.

**USE OF PERSONAL INFORMATION**

The merSETA NSDMS uses personal information primarily to:

* authenticate a user of the NSDMS;
* provide a user with access to the NSDMS;
* communicate requested information to the user;
* communicate with the merSETA stakeholders;
* provide services to the User as requested by the user;
* maintain the quality of the services provided by the the merSETA;
* conduct research about programmes/services offered by the merSETA; and
* provide general statistics regarding use of the NSDMS.

The merSETA and SAEMT will not sell, rent or lease personal information to third parties. The merSETA and SAEMT will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to:

* conform to the provisions of any law in force from time to time or comply with legal process served on the merSETA or the Website;
* protect and defend the rights or property of the merSETA; and
* to protect the personal safety of users of the merSETA, or the public.

|  |  |  |
| --- | --- | --- |
| S. Alderson Emergency Medical Training (Pty) Ltd | ***PROTECTION OF PERSONAL INFORMATION ACT 4, 2013******(As of 1st July 2021)*** | Doc. No GENF 024Rev. No.: 0 |
| Prepared by:C. Alderson**Quality Management Representative** | Approved by:S. Alderson**CEO** | Date: 2021/06/01  |

**SECURITY OF PERSONAL INFORMATION**

SAEMT and merSETA will take all reasonable measures in line with any law and/or SAMET and merSETA policies to ensure that personal information is protected and secured during collection, storage, transfer, processing and use of personal information.

**CONTACT PERSON INFORMATION**

Any questions relating to SAEMT and merSETA's treatment of personal information may be addressed to the contact details below:

The merSETA Chief Executive Officer

Email Address: ceo@merseta.org.za

Telephone Number: +27 (0)10 219-3000

Sharon Alderson, Chief Executive Officer

Email Address: sharon.firstaidtraining@gmail.com

Telephone Number: 082 896 2008

**DECLARATION AND INFORMED CONSENT**

I declare that I am permitted to supply personal information to SAMET and the merSETA for the purposes of access and use of the NSDMS and related legal and operational reasons and that the information is accurate, up-to-date, is not misleading and is complete in all respects. I undertake to immediately advise SAMET and the merSETA of any changes to personal information should any of these details change. I furthermore give SAEMT and the merSETA permission to process personal information as provided above and acknowledge that I understand the purposes for which it is required and for which it will be used.