

SOUTH AFRICAN INSTITUTE OF TAXATION

PRIVACY DISCLAIMER

The South African Institute of Taxation (hereinafter “the Institute”, “we”, “us”) is committed to respecting your privacy and recognises your need for appropriate protection and management of any personally identifiable information (“Personal Information”) you share with us.

Please take a moment to review the terms of our Privacy Policy. By acceptance of membership terms and conditions, using the website and/or providing us with Personal Information, you agree to accept the terms of our Privacy Policy. If you do not agree to the terms of processing your personal information, please note that your access to SAIT membership and services will be revoked or otherwise limited. This Privacy Policy applies to information required for the purposes of all SAIT membership objectives.

1. Personal information we may collect

Personal Information means any information that may be used to identify an individual, including, but not limited to, a first and last name, a home, business, or other physical address, a phone number, and an email address.

We collect Personal Information only when such information is voluntarily provided to us, including, without limitation, in connection with membership inquiries relating to applications, renewals, PI Insurance, Tax Compliance including information provided to us through inquiries on our services through the “Contact Us” page, as part of signing up for our email subscriptions, or in the process of your business transactions with us. Of course, if you send us an e-mail in connection with an inquiry, we may also store the Personal Information provided in connection with that inquiry.

2. How we may use your information

By providing us with Personal Information and consent to membership terms and conditions, we may retain and use that information for several purposes, including facilitating and otherwise addressing your inquiry, request, subscriptions, or business transactions and relationship with the Institute. For example, we may use your Personal Information in order to service your membership, respond to your questions or requests for information. We may also use Personal Information to ensure compliance with our policies and applicable law which extends to achieving all key objectives of the Institute.

3. Sharing of personal information

We may, from time to time, use other businesses to perform certain services for us, such as maintaining the website and our e-mail services and processing inquiries. We may provide Personal Information to those businesses when that information is necessary for them to complete a requested transaction or otherwise perform their duties.

The Institute will take reasonable steps to ensure that these third-party service providers are obligated to protect Personal Information on the Institute's behalf. The Institute will not, under any circumstances, sell or share your Personal Information with any unaffiliated third parties for marketing purposes or purposes unrelated to the proper servicing of your membership with the institute within the bounds of the key objectives and mandate of the Institute.

4. Access to and disclosure of personal information

We reserve the right to access or disclose personal information in special cases when we have reason to believe that accessing or disclosing this information is necessary to identify, contact, or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) our rights or property, employees, our members, members of the public in relation to tax-related services, or



anyone else who could be harmed by such activities. We also reserve the right to disclose such information when we believe in good faith that the law requires it.

5. Non-personal information

From time to time, we may collect general, non-personal, statistical information about the use of the website, such as when you first visited our website, their IP address and which hyperlinks, if any, you “click” on.

We may use the IP address to infer information about website visitors, including associated company/business and location. We collect this information in order to enhance the website for visitors. We may group this information into aggregate visitor data in order to describe the use of the website to our or in response to a government request. However, please be assured that this aggregate data will in no way personally identify you or any other visitors to the website.

6. Links to other websites

Please be aware that when you are on the website, you could be directed to other sites that are beyond our control via hyperlinks. The privacy policies of these other sites may be significantly different from this Privacy Policy. Although the Institute makes every effort to ensure that our affiliates are compliant with Privacy Laws, we are not responsible for the privacy practices of these other sites and cannot guarantee the security of any of your Personal Information collected there, if any.

7. Security

The security of your Personal Information is important to us. We take appropriate security measures to protect against unauthorised access to or unauthorised alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, as well as physical security measures to guard against unauthorized access to systems where we store personal data.

We restrict access to personal information to the Institute employees, and agents



who need to know that information in order to operate, develop or improve our services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

8. Changes to our Privacy Policy

The terms of this Privacy Policy may change from time to time. We will notify you of any material changes to this Privacy Policy by posting a notice on the homepage of the website for a reasonable period of time after such changes are made that this Privacy Policy has been updated and by changing the “Last Modified” date at the top of this Privacy Policy. We encourage you to check this page periodically for any changes. Your continued use of the website following the posting of changes to these terms will mean you accept those changes.

9. Governing and applicable law

The Institute makes no representation that this Privacy Policy and such practices comply with the laws of any other country. Visitors who use the website and reside outside the Republic of South Africa do so on their own initiative and are responsible for compliance with domestic laws, if and to the extent that local laws are applicable. If you reside outside of the Republic of South Africa, by using our website, you consent to the transfer and use of your information outside your country.