



## SOUTH AFRICAN INSTITUTE OF TAXATION

### ETHICAL DISCLOSURE NOTICE

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#### 1. GENERAL

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

#### 2. PREAMBLE

This policy aims to encourage security researchers and ethical hackers to responsibly disclose potential security vulnerabilities in our software, websites, and infrastructure, enabling us to protect our systems and users effectively.

#### 3. SCOPE OF POLICY

This policy applies to all individuals and organizations wishing to report security vulnerabilities related to The South African Institute of Taxation’s digital assets, including but not limited to:

- 3.1 Websites
- 3.2 Internal applications
- 3.3 Application Programming Interfaces (APIs)
- 3.4 Databases



#### 4. GENERAL GUIDELINES FOR REPORTING

If you discover a potential security vulnerability, please follow these guidelines:

- 4.1 Report in Good Faith: Report your findings responsibly and without malicious intent, intending to help us improve our security.
- 4.2 Provide Detailed Information: Include a detailed description of the vulnerability, steps to reproduce it, potential impact, and any proof of concept or code that would assist in understanding the issue.
- 4.3 Confidentiality: Do not disclose the vulnerability publicly until it has been addressed. Wait for our confirmation before sharing any details publicly.
- 4.4 Cooperation: Work with us to address the reported issue, responding to inquiries and providing additional information as necessary.
- 4.5 Avoid Disruption: Do not attempt to exploit the vulnerability, disrupt services, or access sensitive data unrelated to the vulnerability.

#### 5. REPORTING PROCEDURE

- 5.1 Contact Information: Send your report to the company Information Officer [[Adrian.modikwe@thesait.org.za](mailto:Adrian.modikwe@thesait.org.za)]
- 5.2 Feedback: We will acknowledge receipt of your report within 3 business days and provide you with an estimated timeline for our investigation.
- 5.3 Resolution: We will work to resolve the issue as quickly as possible and inform you when it has been addressed.
- 5.4 Recognition: If you would like, we can recognize your



contribution publicly; let us know if you wish to be credited.

## 6. SAFE HARBOUR

The South African Institute of Taxation (NPC) will not take legal action against individuals who report vulnerabilities responsibly and in accordance with this policy. You must adhere to the guidelines outlined in this policy.

We appreciate your willingness to help enhance the security of our systems. By working together, we can create a safer digital environment for everyone. For any questions regarding this Responsible Disclosure Policy, please contact us on the details provided above.

*Please Note: This policy is subject to change, and we recommend checking our website for the latest version.*