

## IRMSA PRIVACY POLICY

### Personal Information

The Institute of Risk Management South Africa (IRMSA) respects the privacy of its member's personal information. Personal information pertains to any information that you provide to the Institute, including but not limited to; manual application and feedback forms completed or through the use of any of IRMSA's online facilities/website. This policy has therefore been put in place to ensure that the Institute take all reasonable measures, in accordance with this privacy policy and any other relevant legislations, to protect members' personal information and to keep it confidential.

### Use of Personal Information

Personal information collected by IRMSA through forms completed and online services, will be used in the best possible way to benefit members and keep in touch with them. Information received will be stored in online profiles whereby each member /IRMSA administrators can edit and change information as needed/per member request.

IRMSA will use the information it has in each profile to send members information about its services and product offerings and keep members informed of industry specific news.

Should a third party wish to contact a member, this member will be notified of such and the third parties contact details and/or message will be passed on to that member. It is therefore at the discretion of that member as to whether they wish to make contact with the third party concerned. IRMSA will not sell, rent or provide your personal information to unauthorised entities or to third parties for their independent use without your consent. IRMSA will release a member's personal information to a party if it believes that IRMSA is required by law or by a court to do so. IRMSA will also disclose a member's personal information if IRMSA believes that it is necessary to prevent or lessen any unlawful or harmful actions and to protect and defend legitimate its business interests, rights or property.

### Protection of Personal Information

IRMSA will endeavour to take reasonable steps to protect member's personal information from loss, misuse or unauthorised alteration. When using the services or facilities provided by IRMSA, members may be given a user name and password. Please ensure this information is kept confidential. Information relating to a member's profile will only be shared with that member directly. For security reasons, this information will only be sent to the e-mail address on file for the subscriber username and password associated with it.

### Changes to Personal Information

A member may update/change their profile at any time or request such changes to be made by IRMSA.

### Links

IRMSA is not responsible for the content or the privacy policies of any other websites to which it may link to. This policy applies solely to information collected and stored by IRMSA.

### Disclosure of personal information to third parties by a member

Should a member disclose any personal information to a third party, such as one of IRMSA's business partners or anyone other than IRMSA, the member should be aware that IRMSA does not regulate or control how that third party uses such personal information. IRMSA is not responsible for any representations, information, warranties or content on any website of any third party (including websites linked to its website). IRMSA does not exercise control over third parties' privacy policies and members are encouraged to refer to the privacy policy of that third party to see how that party protects their privacy and/or information.

### Changes to this Privacy Policy

As and when required, IRMSA may change this privacy policy at any time. Any changes to this privacy policy will be communicated to members and displayed on the IRMSA website. Members may raise objection to any changes made within seven days after IRMSA has displayed a change to the policy at its website. Members will be deemed to have agreed to the change if they do not raise any objections within seven days.

### Laws governing this policy

This privacy policy will be governed by the laws of South Africa. Members deemed to have consent to the jurisdiction of the South African courts for any dispute which may arise out of this privacy policy.

Policy as at Jan 2019

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Sunninghill, 2157

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