

## THE LOCKSMITH ASSOCIATION OF SOUTH AFRICA PRIVACY STATEMENT

Your privacy is important to The Locksmith Association of South Africa. This privacy statement provides information about the personal information that The Locksmith Association of South Africa collects, and the ways in which The Locksmith Association of South Africa uses that personal information.

### THIS PRIVACY STATEMENT Personal information collection

LASA may collect and use the following kinds of personal information:

- Information about your use of this website.
- Information that you provide using for the purpose of registering with The Locksmith Association of South Africa.
- Information about transactions carried out over this website.
- Information that you provide for the purpose of subscribing to the website services.
- Any other information that you send to The Locksmith Association of South Africa.

### Using personal information

The Locksmith Association of South Africa may use your personal information to:

- Administer this website.
- Personalize the website for you.
- Enable your access to and use of the website services.
- Publish information about you on the website.
- Send to your products that you purchase.
- Supply to your services that you purchase.
- Send you marketing communications.

The Locksmith Association of South Africa discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, The Locksmith Association of South Africa may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise, or defend its legal rights.

### Securing your data

The Locksmith Association of South Africa will take reasonable technical and organizational precautions to prevent the loss, misuse, or alteration of your personal information.

The Locksmith Association of South Africa will store all the personal information you provide on its secure servers.

## Other websites

This website contains links to other websites.

The Locksmith Association of South Africa is not responsible for the privacy policies or practices of any third parties.

## Contact The Locksmith Association of South Africa

If you have any questions about our Privacy Policy or The Locksmith Association of South Africa use of your personal information, please email [lasa@global.co.za](mailto:lasa@global.co.za) or mail P.O. Box 4006, Randburg, 2125.

Please note that this email address is being protected from spambots.

## Data Privacy Policy

### Disclosure Statement

*While we make every effort to present this information accurately, this is just a summary overview. That means lots of details, explanations, and qualifiers are left out. It is intended only to provide general guidance, and you should not rely on it as a complete or binding explanation of this topic.*

*This information may be subject to change without notice.*

### 1. Introduction

The Locksmith Association of South Africa Data Protection Policy refers to our commitment to treat information of employees, Members, Stakeholders and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

### 2. Scope

This policy refers to all parties (employees, job candidates, members, suppliers etc.) who provide any amount of information to us.

Employees of our company and its subsidiaries must follow this policy. Contractors, consultants, partners, and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

### 3. Policy Elements

- 3.1 As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc.
- 3.2 Our company collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

### 3.3 **Our data will be:**

- Accurate and kept up to date
- Collected fairly and for lawful purposes only
- Processed by the company within its legal and moral boundaries
- Protected against any unauthorized or illegal access by internal or external parties

### 3.4 **Our data will not be:**

- Communicated informally
- Stored for more than a specified amount of time
- Transferred to organizations, states or countries that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

### 3.5 In addition to ways of handling the data the company has direct obligations towards people to whom the data belongs. Specifically, we must:

- Let people know which of their data is collected
- Inform people about how we'll process their data
- Inform people about who has access to their information
- Have provisions in cases of lost, corrupted, or compromised data
- Allow people to request that we modify, erase, reduce or correct data contained in our databases

## 4. Actions

- 4.1 To exercise data protection, we're committed to:
- Restrict and monitor access to sensitive data
  - Develop transparent data collection procedures
  - Train employees in online privacy and security measures
  - Build secure networks to protect online data from cyberattacks
  - Establish clear procedures for reporting privacy breaches or data misuse
  - Include contract clauses or communicate statements on how we handle data
  - Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

## 5. Disciplinary Consequences

- 5.1 All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.

## 6. Final Provisions

- 6.1 These Policies will be evaluated each year by the Chairman and the Executive committee.
- 6.2 The Locksmith Association of South Africa may amend these Policies if circumstances so dictate. The employees will be informed of any proposed amendments prior to implementation. The Chairman will consider employee feedback before implementing the amendments.
- 6.3 In cases not provided for by these Policies, the National Chairman and National Vice Chairman will decide.