

SAINT Professional Body for NDT (SPBNBDT) Privacy Policy

12 February 2016

Acknowledgement of Our Privacy Policy

By using this site, you acknowledge that you have reviewed the terms of this Privacy Statement and Consent to use of data and agree that we may collect, use and transfer certain of your Personal Data and User Data in accordance therewith. If you do not agree with these terms, you may choose not to use our site, and please do not provide any Personal Data through this site.

Changes to SPBNBDT Privacy Policy and Consent to Use of data

The site and our business may change constantly. As a result, at times it may be necessary for SPBNBDT to make changes to this Privacy Policy. SPBNBDT reserves the right to update or modify this policy at any time and from time to time without prior notice. Please review this policy periodically and especially before you provide any Personal Data. This policy was last updated on xx February 2016. Your continued use of the site after any changes or revisions to this policy shall indicate your agreement with the terms of such revised policy.

Summary

SPBNBDT knows that you care about how your personal information is collected and used, and we appreciate your trust in our commitment to do so carefully and thoughtfully. This document describes what personally identifiable information we collect, how we collect and use it, and the procedures we have in place to protect that information

This policy applies to www.professional-body-ndt.org.za. It does not apply to websites operated by organisations or groups who associate themselves with SPBNBDT. It does not apply to any other Internet websites, including those that have hypertext links to or from the SPBNBDT website.

What Personal Information is Collected, and How is it used.

When you visit SPBNBDT websites, we collect information about you and your visit, to help us personalise and improve your experience at the site and with other services. Specifically, we collect:

- **Information we collect to satisfy SAQA requirements:** We upload data to the National Learners Records Database (NLRD), the electronic management information system of the NQF under the authority of SAQA, which contains records of qualifications, part-qualifications, learner achievements, recognised professional bodies, professional designations, and all related information such as registrations and accreditations.

We use this information through a controlled access mechanism to create a searchable list for use as validation of member's credentials including the following information:

- Name, SPBNBDT member number, Photograph of member, Membership and Designations held by the member.
- **Information you voluntarily provide:** When you complete any type of application form, or complete various other online forms and surveys, for purposes such as logging into the website, logging into your profile, participating in Continued Professional Development (CPD) programs, and more, we receive and store that information. Typically, these voluntary forms include information such as your name, ID number, photograph of you, website user ID and password, address information, work information, phone numbers, and email addresses. Other information may be gathered, depending on

the form you are completing. Information you provide in online forms is often the same as or similar to information you would provide in traditional printed forms.

We use this information to customise your website experience, respond to your requests and needs, register you as members and approve your application for Professional Designations, and events that may be of interest to you.

- **Information you involuntary provide:** As you interact with our website, our server logs information about your visit. This information includes things like the website address you came from, the browser you are using, your numeric internet address, the date and time of your visit, and what pages you are viewing. Collection of these types of information is a common practice by websites.

We use this information to learn about our visitors as a group, not about you as an individual. This information helps us identify overall usage patterns and trends on the website and can specifically help us, among other things:

- Identify how much traffic various areas of the website receive.
 - Determine when we should schedule site maintenance.
 - Identify which other websites send visitors to our site.
 - Optimise the site for common browsers used at the site.
 - Track results of promotional campaigns.
 - Provide reports to third parties who maintain a presence on our site.
- **Information you provide through online activities and in email:** In addition to collecting the information noted above, the SPBNDDT website provides visitors the opportunity to send email to SPBNDDT and other third parties who participate in industry-related programs, and to participate in online discussions forums.

When you send us an email and request a response, we use the email address and other information you provide to respond to your inquiry. We may also log the nature and content of email requests we receive, which helps us analyse visitors interests overall and identify areas for improvement on the site.

SPBNDDT inline discussion forums are provided as a means of communication and collaboration for SPBNDDT members. Some forums are public, to which any registered website visitor may have access; some forums are private and thus require additional privileges to participate. Postings you make to an online forum may be visible to other participants in that forum. If you participate in an online private team, your teammates may have access to portions of your contact information. If you participate in activities in our public forums, others may have access to information about you that you voluntary provide.

Security

SPBNDDT protects the security of your sensitive personal information when you exchange that information with the SPBNDDT website. SPBNDDT uses industry-standard Secure Sockets Layer (SSL) technology when exchanging this information, which encrypts the information during transit. SPBNDDT also maintains firewall and other managed software, as well as physical and procedural safeguards, to protect systematically stored data.

It is important that you protect your SPBNDDT user ID and password. If you are logged into the site from a shared computer or device, be sure to log out when you are finished with a visit; a log out button can be found on nearly every page of our site.

Cookies

Many websites, including the SPBNDT site, use cookies to track user trends and patterns. A cookie is a small file placed on your computer by a website. The cookie is retrieved automatically whenever a website is visited, and used to provide basic information about the user's computer or device and to generate reports about website usage. The reports allow website owners to evaluate and improve their website by tracking indicators such as number of hits and visitors, entry pages, exit pages, pages viewed most often, number of document downloads, duration of visits etc.

Most internet browsers allow you to accept, block, or delete cookies as you see fit. Because certain SPBNDT website functions rely on cookies, the way you manage your cookies, you may not be able to take advantage of online forums, or other site features and services.

SPBNDT website use both session and persistent cookies. Session cookies are stored in your browser's memory and disappear when you shut down your browser or have no activity at a site for a defined period of time. Persistent cookies get written to your computer's long term memory and thus can stay on your computer or device to identify you for an extended period of time.

Children

Our website is not aimed at children under 13 years old and we will not collect, use, provide or process in any form any personal information of children under the age of 13 deliberately.

We therefore also ask you, if you are under 13 years old, please do not send us your personal information (for example, your name, address and email address). If you are under 13 years old and you nevertheless wish to ask a question or use this website in anyway which requires you to submit your personal information please get your parent or guardian to do so on your behalf.

Third Party Relationships

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information unless we provide users with advance notice. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or servicing our users, so long as those parties agree to keep this information confidential. We may also release information when its release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property, or safety.

Legal Requirements

SPBNDT may disclose your Personal Data and other information if required to do so by law or in good faith belief that such action is necessary to (a) comply with a legal obligation, (b) protect and defend the rights or property of SPBNDT or its affiliates, (c) act in urgent circumstances to protect the personal safety of users of the site or the public, or (d) protect against liability.

Comments and Questions

If you have comments or questions about this Policy, please contact us as follows:

- Visit our "Contact Us" section on the site
- Email us at info@professional-body-ndt-org.za