



## **PROCESSING NOTICE FOR PERSONAL INFORMATION (POPIA)**

The Protection of Personal Information Act (4 of 2013) (POPIA) promotes the protection of personal information by introducing a set of minimum requirements for implementation by public and private bodies when processing personal information.

This processing notice is published in compliance with section 18 of POPIA and explains how the Council for Geoscience (CGS) processes the personal information of its customers and stakeholders.

“Customer” refers to any person or company requesting information from the CGS.

Stakeholder refers to an individual or entity that has an interest in the CGS and can either be affected by the CGS

“POPIA” shall mean the Protection of Personal Information Act 4 of 2013 as amended from time to time.

In terms of POPIA, where a person processes another’s personal information, such processing must be done in a lawful, legitimate and responsible manner and in accordance with the provisions, principles and conditions set out under POPIA.

The CGS therefore undertakes to process the personal information of its clients and stakeholders in accordance with the conditions of the law as set out by POPIA. At the same time, the CGS will adhere to its own in-house policies prescribing the obligations of the organisation in terms of the Act and the procedures it will adopt in performing its functions.

Any person requesting services from the CGS acknowledges that the collection of his/her personal information is necessary and mandatory and falls within the scope of the execution of the legal functions and obligations of the CGS.

### **Therefore, clients and stakeholders unreservedly:**

- agree to be notified of the purpose and reason for the collection and processing of their personal information.
- consent and authorise the CGS to undertake the collection and further processing of their personal information with a view to accessing CGS services.

- make available all necessary personal information required by the CGS for historical, statistical or research purposes. Such information may be obtained through stakeholder satisfaction surveys, for example.
- confirm, where they provide the CGS with another person's/other persons' personal information for processing, that they have obtained the required permission from such person(s). The CGS is not held accountable for any liability or loss incurred by itself or its employees and stakeholders as a result of any resulting breach of confidentiality.