

Prosperatas Centre
11 Goudvis Ave
Florida North 1734
P.O. Box 917
Florida Hills, 1716



Tel: 011 672 3440 / 5337
Fax: 011 672 7623
Email: info@catra.co.za
michaelides@catra.co.za
Web: www.catra.co.za

A REGISTERED EMPLOYER'S ASSOCIATION FOR ALL INDUSTRIES THAT REPRESENTS ITS MEMBERS INTEREST AND ASSISTS WITH LABOUR DISPUTES.

CATRA'S DATA PROTECTION AND SECURITY MEASURES

The Protection of Personal Information Act ("POPIA") which came into effect on 1ST July 2021 introduced conditions for the lawful processing of personal information. All responsible parties will have to ensure that business practices around the processing and protection of personal information comply with the conditions for lawful processing.

Catra is a registered employers' organisation and a responsible party as defined in POPIA requirements. Accordingly, Catra will process members and their employees' personal information as required by the Labour Relations Act 66, of 1995, and its constitution.

Catra has implemented the following measures to protect data in its possession.

Processing of personal information will only take place with the consent of the member and will only be used for the purpose for which it has been provided to Catra and not for any other purpose, unless:

- Written informed consent was given to Catra to use it for another reason;
- It is necessary to put an agreement in place that is for the employer and its employees benefit; or
- The information can be used for the purposes prescribed in POPIA.

Personal information required and processed

- Registered name of business,
- Trading name of business and type of business;
- Physical and Postal address;
- Contact details of business
- Name of business owner/director/ identity number and contact details;
- Employees name, surname, identity number and contact details; and
- Employers banking details.

All information processed is retained in accordance with its in-house policy which is access-controlled, monitored and audit logs maintained.

Employee training on cyber security and data privacy forms part of ongoing compliance training that all employees must complete. The area hosting the IT assets have been designed to achieve the following:

- Protect computer assets from unauthorised physical access;
- Protect against environmental hazards such as damage caused by heat, fire and water; and

- Manage, monitor and record the movement of persons entering and exiting the facility. All sensitive and confidential data is removed and/ or de-identified from all decommissioned information management systems and IT assets. The removal and/ or de-identification of members information is however subject to the retention requirements of legislation applicable to the association.

Procedures have been designed and implemented to investigate, identify threats to security, viruses, and other malicious code, to limit their impact, and to protect the association against such events.

Catra has a Cyber Protect Plus business Policy and is covered in terms of the cyber liability insurance programme.

Members (employers) when collecting personal information from employees must ensure that they are in compliance of Section 18 of the POPIA and must ensure that employees must consent to the use of their personal information.

Close cooperation between the responsible parties is critical to ensure effective compliance with the conditions for lawful processing of personal information.

NOTICE IN TERMS OF SECTION 18 OF PROTECTION OF PERSONAL INFORMATION ACT, 2013

Why we ask for personal information from employers and employees and how we use it

The purpose of this notice is to let members know:

- How the association, will use and disclose the personal information from members and employees;
- What their rights and responsibilities are when providing their personal information to us; and
- What our responsibilities are to comply with the Protection of personal Information Act 4 of 2013 (the POPI Act) to keep their information safe.

Consent to use your employees' personal information

To comply with the POPI Act, the association has strict policies, rules and measures in place to protect the confidentiality of your employees' personal information. The POPI Act requires us to inform employers of the purpose(s) for which we will process the information provided. These include:

- Administration of registration on each payment of contributions; and
- Sharing their personal information with the Department of Employment and Labour and contracted service providers, who are legally bound to protect their information and must agree to our confidentiality policies and rules.

Your employees' rights and responsibilities

- When your employees give us their personal information, they do so voluntarily so that we can comply with the Labour Relations Act 66, of 1995.

- They give us consent to collect, record, store, update and use or process all personal information provided to us.
- The employees have the right to know what personal information we have about them, to access it, and the right to ask us to update or correct the information we have for them at any time.
- They warrant that they are authorised to provide us with the personal information and have the right to object to us using their personal information, except when we need it to comply with legal requirements.
- If your employees think that their personal information has been tampered with, or that it has not been protected, they can discuss their own concern with the association by sending an email to info@catra.co.za. If they are not satisfied with the outcome after discussing it with us, they may refer their complaint to the Information Regulator by sending an email to info@justice.gov.za or by calling 012 406 4818.

Our responsibilities and why we need your employees' personal information

- Having your employees' personal information enables to comply with the collective agreement and the LRA.
- We need their personal information to:
 - Fulfil our obligations regarding their benefits;
 - Provide services, advice and/ or intermediary services.
- We have to perform legal compliance, the collective agreement and labour disputes.
- We use their personal information for historical, statistical and research purposes as well as wage negotiations.
- We will determine how or why their personal information is processed at all times.
- We will not share their personal information with any third parties, unless:
 - They have given consent for us to share it; or
 - Sharing it is necessary to put an agreement in place that is for their benefit; or
 - We are allowed to share the information as prescribed in the POPI Act.
- We will only use their personal information for the purpose for which it is has been provided to us and not for any other reason, unless:
 - They have given consent for us to use it for another reason; or
 - It is necessary to put an agreement in place that is for their benefit; or
 - We are allowed to use the information as prescribed in the POPI Act.
- We will make sure that reasonable measures are in place to protect their personal information.

Responsibilities of Bargaining Councils

To administer their Collective Agreements, we need to share your employees' and your personal information with the Bargaining Councils or their contracted service providers.

The Bargaining Councils will make sure that the council and their contracted service providers agree to our privacy and security policies and rules if they need to access our members and their employees' personal information.

