

**Date:** 05 January 2022

***RE: Privacy Policy***

Dear Test Providers

The aim of this notice is to explain how ASSA collects, uses, retains, and protects your personal information in accordance with the Protection of Personal Information Act (POPIA).

In accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA) which came into effect on 01 July 2021, we commit to strictly adhere to the regulations of keeping your personal information safe. No personal information will be shared, without your consent, with any third party for any other purposes. We are in full support of the POPI Act and will comply to all requirements as stipulated in the Act.

Personal information refers to information relating to an identifiable person (Test Provider or individual). This information may include the following:

- Your contact information: email address
- Your contact telephone and/or cellphone number/s

Access to your personal information is only permitted amongst ASSA members as well as persons registering on the ASTRA platform for test submission. Personal information will only be processed for the purpose for which it was collected. We will destroy or delete any Personal Information that is no longer needed by us for the purpose it was initially collected, or on your request.

**CONTACT US:**

If you have any questions about this Privacy Policy, please contact us at [info@assa.co.za](mailto:info@assa.co.za).

Yours faithfully

**Chairperson - Assessment Standards South Africa**