



# Southern African Bus Operators Association

61 Central Street, HOUGHTON, Johannesburg, 2198 ~ Postnet Suite 393, Private Bag X033, RIVONIA, 2128

Tel: (011) 511 7641 ~ Cell: 078 8800 015 ~ Email: [saboa@saboa.co.za](mailto:saboa@saboa.co.za) ~ Website: <http://www.saboa.co.za>

## SABOA

### SABOA MEMBERS CONTACT INFORMATION UPDATE

**PLEASE NOTE:**

**SABOA PRIVACY POLICY AND PROTECTION OF PERSONAL INFORMATION**

Attached ANNEXURE A.

**THIS DOCUMENT MUST BE COMPLETED IN FULL!!**

#### PARTICULARS OF APPLICANT

<b>NAME OF APPLICANT</b>			
<b>TRADE NAME</b>			
<b>COMPANY REGISTRATION NUMBER</b>			
<b>VAT NUMBER (if applicable)</b>			
<b>POSTAL ADDRESS OF BUSINESS</b>			
			CODE:
<b>STREET ADDRESS OF BUSINESS</b>			
			CODE:
<b>TELEPHONE/FAX &amp; CELLPHONE NUMBERS</b>	TELEPHONE NO.	Code:	No.:
	FAX NO.:	Code:	No.:
	CELLULAR PHONE:		
	E-MAIL ADDRESS		
<b>DIRECTOR(S)/OWNER(S) OF BUSINESS</b>	<b>NAME &amp; SURNAME</b>		
<b>PRIMARY CONTACT PERSON FOR SABOA SURVEYS: (PERSON TO COLLATE ALL DATA FOR YOUR ENTITY AND SUBMISSION TO SABOA)</b>	<b>NAME &amp; SURNAME:</b>		
	<b>CELLPHONE:</b>		
	<b>e-MAIL:</b>		

**GENERAL INFORMATION**

<b>TYPE OF PRODUCT(S) MANUFACTURED OR SERVICE(S) PROVIDED TO THE INDUSTRY</b>	..... ..... .....	
<b>GEOGRAPHICAL AREA(S) WHERE BUSINESS IS SITUATED</b>	<b>PROVINCE:</b>  <b>MUNICIPALITY:</b>  <b>DISTRICT:</b>	..... ..... .....

**ADDITIONAL CONTACTS**

<b>CONTACT PERSON FOR CORRESPONDENCE:</b>	<b>NAME &amp; SURNAME:</b>			
	<b>CELLPHONE:</b>			
	<b>e-MAIL:</b>			
<b>COMMITTEE/S TO ATTEND(X)</b>	<b>TECHNICAL:</b>			
	<b>CONTACT PERSON FOR CORRESPONDENCE:</b>	<b>NAME &amp; SURNAME:</b>		
		<b>CELLPHONE:</b>		
<b>e-MAIL:</b>				
<b>COMMITTEE/S TO ATTEND(X)</b>	<b>OPERATIONS:</b>			
<b>CONTACT PERSON FOR CORRESPONDENCE:</b>	<b>NAME &amp; SURNAME:</b>			
	<b>CELLPHONE:</b>			
	<b>e-MAIL:</b>			
<b>COMMITTEE/S TO ATTEND(X)</b>	<b>MANAGEMENT/EXECUTIVE:</b>			

**DECLARATION OF APPLICANT**

I, the applicant, declare as follows:

- a) That I am duly authorised to sign this Form.
- b) That all the particulars furnished by me in this form are true and correct.
- c) That the Association will be notified of any change of particulars e.g., change of address, contact number or contact person within 7 (seven) days of such changes taking place.

SIGNATURE: ..... DATE: .....

DESIGNATION: .....



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**SABOA**

## ANNEXURE A

### SABOA PRIVACY POLICY AND PROTECTION OF PERSONAL INFORMATION

Updated: August 18, 2021

The Southern African Bus Operators Association (**SABOA**), through this document sets out the commitment to and adoption of the principles of the POPI Act, No 4 of 2013. It describes our policies and procedures on the collection, use and disclosure of information of our stakeholders. This is applicable as **SABOA** as an Association is required to manage member and stakeholders' interests through communication to all parties using their details and updating them when required. We use Your Personal data to provide and improve our service offering. By agreeing to being a member of the Association and having access to our services, you agree to the collection and use of information in accordance with this Privacy Policy.

Privacy and Protection of Personal Information

**SABOA** understands that privacy is important to you and is committed to taking all reasonable steps to protect the personal information of members and stakeholders, whose information may currently or may in future reside on our data bases. For the purposes hereof "personal information" shall be as defined in the Protection of Personal Information Act, No 4 of 2013.

#### **What detailed information will SABOA require to keep on record?**

The personal information we will collect from you generally includes your name, surname, sending address, delivery address, email address and contact numbers. This will also apply to entity details for companies associated with and registered as members of **SABOA**. This therefore is information we require to be compliant as an Association and we will not collect personal information that we do not need.

#### **What will SABOA do once personal information is received?**

**SABOA** will only utilize the information for reasons and requirements set out below. Information is only made available to member, Associate and PEC structures for purpose of ensuring that **SABOA** can execute the mandate instructed by members requirements and function per the constitution of the Association.

#### **Why does SABOA have to collect personal information?**

The information is required in order to:

1. Ensure we can account for our membership demographics and statistics, ongoing.
2. Ensure that we have correct details at all times to reach our membership and stakeholders via all our communication platforms.
3. Ensure we have the correct entity details for purpose of finance, administration, and reporting.
4. Ensure we can promptly respond to any and all queries and enquiries from our stakeholders.
5. Provide information relating to developments in Transport and related sectors as well as information on tenders and opportunities, gazettes, news, information, products, and services related to the Bus and Coach Industry, and,
6. Ensure that the **SABOA** – the Association representing the Bus and Coach Industry, is compliant in terms of the prescripts of the POPI Act.

#### **Accuracy of information and Data Set**

**SABOA** is required as an NPO Association to ensure that the integrity of the data set is intact and accurate at all times.

It is also incumbent upon our members and stakeholders to take responsibility for ensuring that the information provided is accurate and complete. **SABOA** therefore reminds all parties that it is also their collective and individual responsibility to ensure that personal information is kept up to date.

Directors: KV Murugan (President), (MS) I Mncwango (Vice-President), FE Meyer, MH Heyns, S Maharaj, MN Dollie, (MS) M Motloung, E Motshwane

Company Registration No.: 2003/030888/08 / NPO Registration No.: 033-378-NPO / VAT Registration No.: 4080121843

## **Security of Information and Data**

**SABOA** will always ensure reasonable steps to ensure the security of personal information. The data is stored on secure servers and within a secure operating environment. Our anti-virus software is licensed and updated to protect our systems from computer viruses. Furthermore, SABOA employees are required, as a condition of employment, to treat personal information held by the Association as confidential.

With regards to sharing details with Associate member – all processes are put in place to ensure that when members information is provided that this is done in accordance with the POPI Act.

## **Privacy Policy**

All members and stakeholders must exercise the obligatory right to request SABOA to update or correct personal information when it is inaccurate, incomplete, or out of date. If and when personal details change, or you believe the information SABOA has on record is incorrect, please contact us so that we can update our records. We retain your personal information only for so long as required by law and to ensure the ongoing business of the Association on behalf of the industry.

## **Contact Details**

All stakeholders can at any time exercise the right to seek access to their personal information handled by SABOA.

If you would like to contact us about any matter relating to privacy, please do so via:

Telephone: 011 511 7641

E- Mail: [saboa@saboa.co.za](mailto:saboa@saboa.co.za)

What's App: 078 880 0015

Website: [www.saboa.co.za](http://www.saboa.co.za)