



WILAT-SA POPIA PRIVACY POLICY

(Women in Logistics and Transport – South Africa)

1. Introduction

Women in Logistics and Transport South Africa (WiLAT-SA) is committed to protecting the privacy and personal information of its members, partners, stakeholders, sponsors, volunteers, and participants in accordance with the Protection of Personal Information Act (POPIA).

This Privacy Policy explains how WiLAT-SA collects, uses, stores, protects, and manages personal information obtained through membership registration, events, training programmes, partnerships, communication platforms, and organisational activities.

2. Information We Collect

WiLAT-SA may collect the following personal information:

- Full names and surnames
- Identity/passport numbers (where necessary)
- Gender information
- Contact details (telephone numbers and email addresses)
- Residential or business addresses
- Employment and professional information
- Academic qualifications and professional memberships
- Photographs, videos, and event participation records
- Payment or banking details for membership and event purposes
- Emergency contact information
- Information voluntarily submitted through applications, surveys, registrations, and participation forms

3. Why Information Is Collected

WiLAT-SA collects personal information for lawful organisational purposes, including:

- Membership administration and verification
- Communication with members and stakeholders
- Event registration and participation management
- Professional development and training coordination
- Networking and mentorship programmes
- Research, advocacy, and sector development initiatives
- Issuing certificates, awards, and recognition
- Financial administration and payment processing
- Monitoring participation in WiLAT-SA programmes and activities
- Compliance with governance and legal obligations

4. How Information Is Used

Personal information collected by WiLAT-SA may be used to:

- Maintain accurate membership records
- Share organisational updates, newsletters, and notices
- Invite members to conferences, webinars, workshops, and networking events
- Facilitate mentorship, leadership, and empowerment programmes
- Process event registrations and payments
- Compile organisational reports and statistics
- Promote WiLAT-SA activities through approved media platforms
- Improve organisational services and member engagement

WiLAT-SA will not sell, trade, or unlawfully distribute personal information to third parties.

5. Who May Access the Information

Access to personal information is limited to authorised individuals within WiLAT-SA, including:

- Executive leadership and authorised committee members
- Administrative personnel
- Information management officers
- Approved service providers assisting with organisational operations
- Regulatory authorities where legally required

All persons handling personal information are expected to maintain confidentiality and comply with POPIA requirements.

6. Protection of Personal Information

WiLAT-SA is committed to safeguarding personal information through appropriate administrative, technical, and physical security measures.

These measures include:

- Password-protected digital systems
- Restricted access to member records
- Secure electronic storage and backups
- Controlled handling of physical documents
- Confidentiality obligations for authorised personnel
- Regular monitoring of information security practices

WiLAT-SA will take reasonable steps to prevent loss, misuse, unauthorised access, disclosure, alteration, or destruction of personal information.

7. Members' Rights Regarding Their Information

In terms of POPIA, members and stakeholders have the right to:

- Request access to their personal information
- Request correction or updating of inaccurate information
- Object to the processing of personal information under certain conditions
- Withdraw consent where applicable
- Request deletion of information that is no longer required
- Lodge a complaint regarding misuse of personal information

Requests relating to personal information may be submitted to the designated WiLAT-SA Information Officer.

8. Consent

By registering with or participating in WiLAT-SA activities, members and stakeholders' consent to the collection and processing of their personal information for lawful organisational purposes in accordance with this Privacy Policy and POPIA.

9. Retention of Information

WiLAT-SA will retain personal information only for as long as necessary to fulfil organisational, legal, financial, or operational requirements.

Information that is no longer required will be securely destroyed or deleted.

10. Amendments to This Policy

WiLAT-SA reserves the right to update or amend this Privacy Policy when necessary to remain aligned with legal, regulatory, and organisational requirements.

Updated versions of the policy will be communicated to members and stakeholders.

11. Contact Details

For questions, requests, or concerns regarding this Privacy Policy or the handling of personal information, contact:

WiLAT-SA Information Officer

Women in Logistics and Transport – South Africa (WiLAT-SA)

Email: info@wilatza.org.za

Telephone: +27 82 447 9238

Website/Social Platforms: <https://wilat-sa.org.za/>

Approved by:

WiLAT-SA Executive Chairperson



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