



**Port Elizabeth Rifle and Pistol Club**  
**POPI PRIVACY POLICY STATEMENT:**



**POPI Privacy Policy Statement**

The PERPC respect each member's need to maintain their privacy and protecting their Personal Information.

The club further acknowledges the requirements as set out by the Protection of Personal Information Act, 4 of 2013 (the Act).

It therefore undertakes to:

- Only collect and process Personal Information that is necessary for the club to comply with the requirements of the relevant legislative authorities (SAPS and NRCS) and to maintain the membership records of the club,
- Not to share Personal Information of club members with any third party, unless when required to do so in terms of the accreditation and auditing requirements of the relevant legislative authorities and recognised bodies such as the South African Police Service, SA Hunters and SAPSA.
- Be open and transparent regarding the Personal Information being collected, the reason for and manner of collection of such information,
- To safeguard and protect club members' Personal Information in the club's possession,
- To update and correct club members' Personal Information kept on record.
- Not to retain Personal Information longer than is required by the relevant legislation.
- To collect and access Personal Information directly from the club member and not share their personal information with a third party without their prior and written approval, while respecting the right of the club member to withdraw their consent for the processing of their Personal Information.

The PERPC therefore collects the following information as part of signing up prospective club members:

- Name, surname, Identity number, SAPSA number, vehicle registration number and in some cases, firearm details.
  - These details will be used to sign-up a person as a member of the club.
  - Access Control: Register the member to have access through the electronically controlled shooting range gate.
  - Registration for competitions.
  - Maintaining records of club members that have completed safety orientation training.
  - Register and maintaining records of officially appointed Range Officers and Match Officials.
  - Recording dedicated status of club members through maintaining records of attendance to matches.
  - Maintaining the records in compliance with the Financial Act and audit purposes.



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Method of collection:

All information will be collected and recorded in the club's designated web site and protected via password protected log-in details.

Only the appointed administrative person and appointed Club Committee will have access to these records to ensure it is kept up to date. Payments for club fees are further through approved electronic payment methods which has its own protection.

Access to club members' personal information:

The PERPC will access club members information for the exclusive purpose of ensuring that records are maintained as accurate as possible to allow the club member to attend matches, competitions, and adhere to regulatory and legislative requirements.

The information will further be used to keep club members informed of events, and general aspects. In case of an emergency during competitions or general attendance at the range, the information will be used to get into contact with the appointed relative of the club member (emergency contact details).

Sharing of Personal Information:

The PERPC may be required to share the club member's details with official bodies such as SAPSA, SA Hunters, South African Police Service, and the Central Firearms Register (CFR) as part of organisational or legislative requirements. The club member provides approval for this when signing-up as a club member. No additional approval will be required to share the personal information during these official and regulatory requirements.

Period of retention of information:

Club members' records will be deleted within five years from the club member not renewing their annual membership. The Finance Act requires the information to be retained for financial audit purposes. If the club member wants their records retained for longer, they will be required to request this in writing from the Committee of the club or by selecting the appropriate duration of retention on the website.

Any additional information or concerns can be found and raised with the Information Regulator, who can be contacted as shared below, but please feel free to contact The PERPC Club Committee to discuss any questions or concerns you may have:

Website: <https://www.justice.gov.za/infoereg/>

Email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)

With thanks

The PERPC Committee

<https://www.perpc.co.za/>