

Privacy Notice

The Forum for Professional Nurse Leaders practice collects information through our day-to-day, in-person operations. We are committed to protecting the personal information we collect about you, and we take reasonable precautions to safeguard its confidentiality. This Privacy Notice describes the categories of information we collect, the purpose of such collection, the sources of information collection, and the categories of third parties we share information with. For a more details regarding your personal information please review our detailed **Privacy Policy**.

❖ **Personal information we collect:**

We collect information when you engage with certain services service providers and professional nursing societies. We collect the following categories of personal information:

- Name and contact information (e.g., address; phone number; email, fax);
- Invoice Information (e.g., membership and conference registration invoice information);
- Continuous Professional Development (SANC, ID);
- Information you may share with us specific to your needs as a member;
- Other information that may be exchanged in the course of engaging with the Practice. You will be aware of any subsequently collected information because it will come directly from you.

❖ **Purpose(s) of information collection:**

The information we collect may be used for several purposes including:

- to administrate the member services rendered by the FPNL;
- to use the address for delivery of the Professional Nursing Today journal;
- to membership invoice and to submit your invoice for payment;
- to complete annual reports for Department of Social Development and SARS
- to respond to your requests and to get your feedback regarding the services;
- to distribute communications relevant to your use of the FPNL such as system updates, policy information, newsletters
- in other manners after subsequent notice is provided to you and/or your consent is obtained, if necessary.

❖ **Sources(s) of information we collect:**

Our primary source of information collection is directly from you. In addition, we may collect certain personal or non-personal information using other sources, including:

- Service provider information;
- Employer enquiries or instructions
- Website visits;
- Professional societies information systems linked to the FPNL website;

❖ **Categories of third parties we share information with**

We may share information we collect with the following categories of third parties:

- CPD information to South African Nursing Council
- Statistical information to Department of Social Development



The Forum for Professional
Nurse Leaders

- FPNL finances to South African Revenue Service;
- Government agencies or other parties in response to legal process or other requests, where permitted by law.

❖ **Your Privacy Rights:**

As a resident of South Africa, you have certain rights regarding your personal information, which can be exercised as described in the detailed Privacy Policy. Those rights include the right:

- to know whether your personal information is collected or processed by us;
- to access the specific pieces of personal information collected about you, including a record of all third parties or categories of third parties having access to your personal information;
- to correct or rectify personal information collected about you, and/or delete specific pieces of personal information;
- to delete all the personal information collected about you, subject to certain exceptions such as legal requirements;
- to object to processing of your personal information;
- to appeal any rejection of access to your personal information;
- to submit a complaint to the data protection regulator.

❖ **Contact Us/Responsible Party under the POPI Act**

If you have any questions in relation to this policy or how we collect, use, store, or share your data, you can contact us, the Responsible Party under the POPI Act at:

Deputy Information Officer: Mrs Annelie Meiring

Telephone Number (Office Hours): +27 825 581 649

Email: anneliemeiring@gmail.com