



HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA	
HPCSA Privacy Policy	Ver. 2017.01
Original	Issued: 2017
Frequency of Review	Two years
Responsible Officer(s)	Chief Financial Officer

1. Purpose

This Privacy Policy governs the manner in which HPCSA, treats personal information collected electronically when you are on HPCSA's online platform.

HPCSA respects your privacy and your personal information and for this reason, HPCSA takes all reasonable measures, in accordance with this Policy, to protect your personal information and to keep it confidential.

HPCSA is committed to protecting the integrity, confidentiality and privacy of the personal information you submit. Online registration automatically collects website usage of information from you when you the register.

2. Collection of Data

HPCSA's renewal of registration process requires a valid practice number, ID, address and password.

In the normal course of business activities, HPCSA will collect personal information, including sensitive information.

Personal information may include a practitioner name, residential and or business address, date of birth, contact details, occupation, and professional memberships.

Sensitive information includes details of an individual's racial or ethnic origin, religious beliefs, and health information.

3. Security of Personal Information

HPCSA takes reasonable steps to ensure the security of personal information that it holds, regardless of the form in which that information is held. This will include taking reasonable steps to prevent the misuse or loss of this information, or unauthorised disclosure, access to, or modification of this information.

Where the information is held in electronic form, access will be controlled by user logins and passwords, and restriction of access only to persons who need to have that access in the course of the company's business activities.

4. Cookies

When you visit HPCSA's Online registration platform, the web server temporarily records the following information for system security purposes: the domain name or IP address of the computer or device requesting access and the access date. We may save some information in the form of cookies on your PC. A cookie is a piece of information that a website can send to your browser and save on your system. Cookies do not give us access to your system or your personal data.

Please note that standard browser settings allow the use of cookies. If you do not want to allow the use of cookies, you can disable this option in your browser. Cookies are exclusively used to tailor our website to your preferences.

5. Use and transfer of Personal Data

The HPCSA uses the collected data for administration purposes and solely for that purpose.

HPCSA ensures safekeeping of data and will only disclose data to official agencies if required by law. HPCSA employees are required to keep strict confidentiality of collected data.

6. Third Party

HPCSA will commission other service providers who support Council to a binding with our privacy policies as far as they may be required to have access to our customers' personal information to perform such services.

Our website (www.hpcsa.co.za) may contain links to or from other sites. While we try to link only to sites that share our high standards and respect for privacy, HPCSA is not responsible for the content or the security or privacy practices employed by other sites. We recommend that you always read the privacy and security statements on such sites.

7. Amendments of Information

The HPCSA web site owner reserves the right to amend the terms and conditions of this Privacy Policy at any time.

This Privacy Policy forms part of the Terms and conditions of use of this web site. If you do not agree with this Policy, then you may not use this online registration web site.

While the web site owner will attempt to flag changes to this Policy as and when implemented, practitioners remain at all times responsible for ensuring that they are aware of the current terms of this Policy whenever accessing this web site.

8. Contacts

Please direct any questions, suggestions or specific requests to change, freeze or delete personal information:

Email: info@hpcsa.co.za

Physical Address:

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Madiba Streets,
Arcadia
Pretoria

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