

# RADIOLOGICAL SOCIETY OF SOUTH AFRICA

## PAIA MANUAL

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## 1. INTRODUCTION TO THE RSSA

The Radiological Society of South Africa (RSSA) is a voluntary membership association for radiologists and is the voice of the radiology profession in South Africa.

## 2. CONTACT DETAILS OF THE RSSA

Executive Director: Dr Richard Tuft  
Physical Address: 30 Dorp Street, Panorama, 7500  
Postal Address: PO Box 31593, Tokai, 7966  
Telephone Number: +27 (0) 84 293 9789 / 021 7132602  
E-mail address: [admin@rssa.co.za](mailto:admin@rssa.co.za)  
Website address: [www.rssa.co.za](http://www.rssa.co.za)

## 3. INFORMATION OFFICER OF THE RSSA

Information Officer: Dr Richard Tuft  
Contact Number: +27 (0) 84 293 9789 / 021 7132602  
E-mail address: [admin@rssa.co.za](mailto:admin@rssa.co.za)

## 4. GUIDE OF THE INFORMATION REGULATOR

The Information Regulator compiled a Guide, in terms of Section 10 of the Promotion of Access to Information Act (Act 2 of 2000), to assist persons wishing to exercise their rights in terms of this Act. This Guide is available in all the official languages and contains, amongst others, the following information:

- The purpose of PAIA;
- The manner, form and costs of a request for access to information held by a body;
- Legal remedies when access to information is denied;
- When access to information may be denied; and
- The contact details of Information Officers in the National, Provincial and Local Government.

The Guide is available in all the official languages on the website (<https://www.justice.gov.za/infoereg/>) of the Information Regulator or can be obtained from the Information Regulator at:

Physical address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001  
Postal address: PO Box 31533, Braamfontein, Johannesburg, 2017  
Telephone: +27 (0) 10 023 5207 / +27 (0) 82 746 4173  
E-mail address: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)

The Guide can also be obtained upon request from the Information Officer. A copy of the Guide is available for public inspection during normal office hours at the offices of the RSSA.

## **5. RECORDS**

The RSSA holds the following categories of records:

### **5.1 Association Records:**

Constitution; governance documents; documents related to the nomination and appointment of members of the council and committees; minutes; position statements; guidelines; and other related documents.

### **5.2 Membership records:**

Applications for membership and supporting documentation.

### **5.3 Employment records:**

Recruitment records, employment contracts; conditions of employment and work place policies; salary register; expense accounts; relevant tax information; leave records; and related documentation.

### **5.4 Health and safety records:**

Evacuation plan; health and safety incident reports.

### **5.5 Financial records:**

Annual Financial Statements; auditor's reports; accounting records; bank statements; invoices, statements and receipts; VAT records; tax returns; and related documentation.

**5.6 Records related to assets:**

Asset register; financing and lease agreements; sale and purchase agreements; and related records.

**5.7 Agreements:**

Agreements (and related documentation) with contractors, consultants, suppliers, vendors and other relevant persons and entities.

**5.8 Event records:**

Event records such as attendance lists and agreements.

**5.9 Public and private body (e.g., regulators and sponsors) records:**

Records related to business engagements; official documents published; and related records.

**5.10 Legal Records:**

Records related to legal matters.

**5.11 Insurance records:**

Insurance policies; claims, payment and related records.

**6. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**

The RSSA holds the following records in terms of the specified legislation subject to the specific protection afforded by the law:

<b>Applicable Legislation</b>	<b>Category of Records</b>
Basic Conditions of Employment Act 75 of 1997 and Labour Relations Act 66 of 1995	Employment contracts, records and related documentation
Compensation for Occupational Injuries and Diseases Act 130 of 1993	Records related to claims emanating from the workplace
Disaster Management Act 57 of 2002	COVID-19 screening records
Employment Equity Act 55 of 1998	Employment equity reports and related records
Income Tax Act 58 of 1962 and Tax	Employees' tax-related records and records

Administration Act 28 of 2011	of payments made to directors, vendors, service providers and suppliers
Occupational Health and Safety Act 85 of 1993	Health and safety incidents; ergonomic reports
Promotion of Access to Information Act 2 of 2000	PAIA Manual
Protection of Personal Information Act 4 of 2013	PAIA Manual and policies related to the protection of personal information, including a privacy and a record-keeping policy
Skills Development Levies Act 9 of 1999 and Skills Development Act 97 of 1998	Records related to payment of levies pertaining to skills development and skills development reports
Unemployment Contributions Act 4 of 2002 and Unemployment Insurance Act 63 of 2001	Records related to payment of UIF contributions and related employee records
Value Added Tax Act 89 of 1991	VAT records

## 7. RECORDS AUTOMATICALLY AVAILABLE

The information on the website of the RSSA is automatically available without having to request access by completing Form 2. Access and usage of the information on the website are subject to the Website Terms and Conditions as well as the Privacy Policy of the RSSA.

## 8. PURPOSE OF PROCESSING PERSONAL INFORMATION

The RSSA processes personal information of data subjects for the following purposes:

- to achieve the Society's objects, such as promoting and developing the professions it represents and representing its members;
- to enrol members, administer membership, collect membership fees and provide membership services and benefits;
- to manage the society and for organisational and governance purposes;
- for procurement;
- for communication with members and other stakeholders;

- for business engagements;
- for marketing and sponsorship purposes;
- to conduct member surveys;
- for the distribution of journals and newsletters;
- to facilitate learning / continuing professional development (CPD) activities;
- to engage with regulators, relevant public bodies and other stakeholders (e.g., funders, IT Vendors) on behalf of its members;
- to make information about radiology practices available to the public through its website;
- for historical, statistical and research purposes; and
- for any other lawful purpose related to its business.

## **9. DATA SUBJECTS, THEIR PERSONAL INFORMATION AND POTENTIAL RECIPIENTS OF THIS INFORMATION**

The RSSA holds the categories of records and personal information in respect of the categories of data subjects specified below as may be relevant in the circumstances. The potential recipients of the personal information processed by the RSSA are also specified. Information and records are only disclosed as may be necessary in the circumstances and authorised in terms of the law or otherwise with the consent of the relevant data subjects. Members may activate certain privacy settings on their membership profiles, which are respected.

### **9.1 Members and Former Members**

#### ***Categories of personal information:***

First names and surnames; preferred names; initials; titles; identity numbers; dates of birth; home and postal addresses; email addresses; mobile, work and home telephone numbers; nationalities; gender; race; disability; photos; LinkedIn profile URLs; hobbies or leisure interests; qualifications; dates of qualifications; academic institution names; fellowships; medical specialisation and interests; HPCSA / professional registration numbers in other countries; active locations (provinces where conducting business); practice types; practice names (registered and trading); practice numbers, addresses, telephone numbers and email addresses; coordinates of practices; practice branches; modalities covered by practices; roles in practice and frequency of such roles; secondary practice associations; RSSA subgroup memberships; SAMA membership; login details; acceptance of website terms and conditions

and consent to sharing of information with affiliates; billing details and payment history related to membership fees; records of engagements and correspondence with the RSSA; and utilisation of the RSSA's products and services, if relevant and appropriate.

***Potential Recipients:***

Relevant office-bearers and employees; other members; sub-groups; the public (via website); publisher of the RSSA's journal; MailChimp for newsletter distribution; CPD service provider; international societies (United States of America [USA] and Europe) for member benefits; the congress organiser; electronic voting service provider for facilitation of electronic voting at the annual general meeting; relevant service providers (subject to confidentiality obligations); Dropbox and iCloud (backups); regulatory and other public bodies; professional and legal advisers; accountants and auditors; banks for processing of payments; law enforcement structures, including courts and tribunals; as otherwise advised when the information is collected or as may be as required or permitted by law, including where the RSSA is under a duty to disclose or share personal information in order to comply with any legal obligation or to protect the rights, property or safety of its business, employees, the public or others.

**9.2 Office-Bearers (including Nominators and Nominees)**

***Categories of personal information:***

Full names and surnames; titles; contact details; gender; nationality; HPCSA status, registration numbers; standing at the HPCSA; qualifications and information included on curriculum vitae ("CV"); information included on nomination forms; signatures of official signatories and proof of residence, if required by the bank; remuneration; tax numbers and bank details; positions held; records of attendance and participation in meetings and other business engagements (including virtual meeting recordings); and correspondence.

***Potential Recipients:***

Relevant office-bearers and employees; members; insurers; relevant service providers of the RSSA (subject to confidentiality obligations); the public (via website); regulatory and other public bodies; professional and legal advisers; accountants and auditors; banks for processing of payments; law enforcement structures, including courts and tribunals; and as advised when the information is collected or as may be as required or permitted by law, including where the RSSA is under a duty to disclose or share personal information in order to comply with any legal obligation or to protect the rights, property or safety of its business, employees, the public or others.



### **9.3 Employees and Job Applicants**

#### ***Categories of personal information:***

Full names and surnames; titles; identity numbers; passport numbers; passport countries; age; contact details; positions or roles at RSSA; nationalities; gender; race; language; marital status; qualifications; photos; references; bank details; other information included on CVs; relevant medical and disability information; employment-related information such as sick certificates, performance and disciplinary records, salary information, tax numbers and employment history; records of attendance and participation in meetings and other business engagements (including virtual meeting recordings); and correspondence.

#### ***Potential Recipients:***

Relevant office-bearers and employees; relevant service providers of the RSSA (subject to confidentiality obligations); employee benefit providers; insurers; travel agents; regulatory and other public bodies (e.g., SARS); vetting agencies; professional and legal advisers; accountants and auditors; banks for processing of payments; law enforcement structures, including courts and tribunals; as advised when the information is collected or as may be as required or permitted by law, including where the RSSA is under a duty to disclose or share personal information in order to comply with any legal obligation or to protect the rights, property or safety of its business, employees, the public.

### **9.4 Participants at Events (Webinars and Conferences)**

#### ***Categories of personal information:***

Practice names and contact details; names and surnames, titles, contact details and HPCSA numbers of attendees; invoices and payment information; CVs, agreements, invoices and bank details of presenters; CPD certificates; and correspondence.

#### ***Potential Recipients:***

Relevant office-bearers and employees; relevant service providers of the RSSA (subject to confidentiality obligations); regulatory and other public bodies; professional and legal advisers; accountants and auditors; banks for processing of payments; law enforcement structures, including courts and tribunals; and as advised when the information is collected or as may be

as required or permitted by law, including where the RSSA is under a duty to disclose or share personal information in order to comply with any legal obligation or to protect the rights, property or safety of its business, employees, the public or others.

### **9.5 Other Persons:**

#### ***Categories of personal information:***

Contact details of next-of-kin of members and employees; references of employees; practice managers' names and email addresses, names of other radiologists in the practices and administrative office details of members.

#### ***Potential Recipients:***

Relevant office-bearers and employees; relevant service providers to the RSSA (subject to confidentiality obligations); regulatory and other public bodies; professional and legal advisers; accountants and auditors; banks for processing of payments; law enforcement structures, including courts and tribunals; as advised when the information is collected or as may be as required or permitted by law, including where the RSSA is under a duty to disclose or share personal information in order to comply with any legal obligation or to protect the rights, property or safety of its business, employees, the public or others.

### **9.6 Suppliers, Service Providers, Vendors, Other Individuals and Public and Private Bodies / Entities**

#### ***Categories of personal information:***

- Practice-related information: IT vendor details - IT managers names, email addresses and phone numbers;
- Practice management administrators (debtors & billing) and vendor companies: Names, contact persons, mobile numbers and email addresses;
- Radiology information system (RIS) vendors: Company names, contact persons, mobile numbers and email addresses;
- Radiology information system (PACS) vendors: Company names, contact persons, mobile numbers and contact emails;
- Others: Names and contact details of persons / bodies / entities; names, surnames, titles, contact details and positions of relevant persons (e.g., account managers) or officers at

the applicable entities; CVs (if submitted); agreements and related information; invoices, bank details and payment-related information; official documentation, such as newsletters and brochures; COVID-19 screening information of visitors to the RSSA; and correspondence.

***Potential Recipients:***

Relevant office-bearers and employees; relevant service providers of the RSSA (subject to confidentiality obligations); the public (via website); regulatory and other public bodies; professional and legal advisers; accountants and auditors; banks for processing of payments; law enforcement structures, including courts and tribunals; as advised when the information is collected or as may be as required or permitted by law, including where the RSSA is under a duty to disclose or share personal information in order to comply with any legal obligation or to protect the rights, property or safety of its business, employees, the public or others.

**10. PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION**

The RSSA stores personal information in records within the Republic South Africa and also with reputable global service providers such as Dropbox, iCloud and MailChimp, which information may be stored in the USA and other foreign countries. The RSSA is not planning to send any other personal information about any data subject to any other third party in a foreign country. Should this be required, relevant data subject consent will be obtained, if required, and transfers of such information will occur in accordance with the requirements of the law.

**11. SECURITY MEASURES TO PROTECT PERSONAL INFORMATION**

The RSSA is committed to ensuring the security of the personal information in its possession or under its control in order to protect it from unauthorised processing and access as well as loss, damage or unauthorised destruction. It continually reviews and updates its information protection measures to ensure the security, integrity and confidentiality of this information in accordance with industry best practices. The measures it adopts to ensure the security of personal information includes technical and organisational measures and internal policies to prevent unauthorised access, loss or use of personal information, for example, the physical securing of hard-copy records, access control to records of personal information and off-site data back-ups. In addition, only those employees, office-bearers and service providers that

require access to the information to discharge their functions relating to the RSSA's business and the services the RSSA provides will be permitted access to the relevant information and only if they have concluded agreements with or provided undertakings to the RSSA regarding the implementation of appropriate security measures, maintaining the confidentiality and processing the information only for the agreed purposes. The RSSA will inform data subjects and the Information Regulator, if any person has unlawfully obtained access to this information, subject to the provisions of the law.

## **12. PROCEDURE TO OBTAIN ACCESS TO RECORDS OR INFORMATION**

The fact that information and records are held by the RSSA as listed in this Manual should not be construed as conferring upon any requester any right to that information or record. PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any right. If a public body lodges a request, the public body must be acting in the public interest. Access to records and information is not automatic. Any person, who would like to request access to any of the above records or information, is required to complete a request form, which is available from the Information Officer and the Information Regulator at the contact details stipulated above.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester must identify the right he/she/it is seeking to exercise or protect and explain why the record requested is required for the exercise or protection of that right. If a request is made on behalf of another person, the requester must submit proof of the capacity in which the request is made to the satisfaction of the Information Officer. Access to the requested records or information or parts of the records or information may be refused in terms of the law. Requesters will be advised of the outcome of their requests.


## **13. FEES PAYABLE TO OBTAIN THE REQUESTED RECORDS OR INFORMATION**

Fees may be charged for requesting and accessing information and records held by the RSSA. These fees are prescribed in terms of PAIA. Details of the fees payable may be obtained from the Information Officer. The fees are also available from the Information Regulator

#### 14. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available for inspection, free of charge, at the RSSA's offices during office hours and on its website. A copy of the Manual may also be requested from the Information Officer against payment of a fee as may be applicable.

Issued by

DocuSigned by:  
  
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Dr Richard Tuft  
Executive Director and Information Officer  
RSSA