



**ENERGY TRAINING FOUNDATION™ (ENTF)**  
A DIVISION OF ENERGY CYBERNETICS (PTY) LTD, AN EOH COMPANY, LICENSE HOLDER OF THE  
**ASSOCIATION OF ENERGY ENGINEERS (AEE)**  
FOR THE SUB-SAHARAN AFRICA AND INDIAN OCEAN ISLANDS REGION

**DATA PROTECTION POLICY**

June 2018

**1. Introduction**

The EnTF collects certain information on behalf of the AEE from data subjects which includes trainees, customer companies, vendors, business contacts, business partners and employees in the regions which it is licensed to serve. The information collected is for the purposes of event registrations, certification applications, certification renewal applications, certification upgrades, international examination sittings, and the issuing of AEE certification and certificates for the purposes of the Energy and Water Sector Education and Training Authority (EWSETA) and the Engineering Council of South Africa (ECSA).

EnTF is bound by the AEE Data Protection Policy of May 2018 to safeguard the privacy of individuals, where applicable, and shall hold in confidence and in a secure manner the information obtained in the course of its activities under license by the AEE at all levels of the organisation, including the activities of authorised staff, and all other persons acting on behalf of the EnTF and the AEE.

**2. Purpose of this policy**

This policy describes how EnTF handles the data subjects' information in accordance with the AEE Data Protection Policy, the South African Protection of Personal Information Act of 2013, and the EU679 of 2016's General Data Protection Regulation – and should be read in conjunction with these documents.

The policy ensures EnTF follows good practice when processing, storing, distribution and discarding of data subject information, protects the rights of staff, certified professionals, vendors, customers and business partners, and protects itself and the AEE against risks of a data breach.

**3. General Staff Guidelines**

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The only individuals who are able to access data covered by this policy are authorised Responsible Persons and designated Operators as defined by their positions of appointment, and for reasons of AEE business purposes alone. Authorised staff are:

- a) Training Manager and Certification Administrator – Responsible Person
- b) Training and Certification Coordinator - Operator
- c) Training Administrator - Operator
- d) Accounts Administrator – Operator
- e) IT manager - Operator

Authorised staff handle the data as per the AEE Data Protection Policy dated May 2018, and any amendments published.

#### **4. Third parties and business partners**

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that data subject information that we remain responsible for is kept secure.

Data subject information is by nature of the AEE's global reach, transferred beyond the borders of the Republic of South Africa for processing and storing. We will ensure that anyone whom we pass data subject information to agrees to treat the information with the same level of protection as we are obliged to.

#### **5. Data storage**

EnTF stores data both hardcopy and electronically in accordance with the AEE Data Protection Policy dated May 2018, and any amendments published.

External data handling vendor systems used for electronic data handling includes:

- a) Group IT manager
- b) Paypal
- c) Hetzner
- d) Dropbox
- e) Sharpspring

All vendors comply with the GDPR and POPI Act requirements, have signed confidentiality and non-disclosure agreements.

#### **6. Data use**

EnTF adheres to the AEE Data Protection Policy aligning data use in the promotion of the AEE's mission.

EnTF maintains and uses its data to:

- a) Communicate event registration confirmations and information upon receipt of registrations and in response to enquiries
- b) Perform Certification application, upgrade and renewal verification tasks
- c) Distributes data subject information to AEE Certification Board Members within South Africa and transborder information flows to Continental board members for review
- d) Inform its AEE certified professionals of renewal due dates, renewal opportunities, and renewal information and guidance.

Access to necessary data is provided with restrictions to:

- i) AEE Africa Certification Board Members for certification application review;
- ii) Board Members comply to discarding data subject information immediately after application review is concluded.

Individuals are at all times able to unsubscribe or request changes to the information and communication they receive from the EnTF.

## **7. Monitoring and control of information**

The EnTF has a duty and a right to protect our rights in serving the data subjects information and the AEE, to act with integrity in decision making to ensure data subject information is protected.

We will regularly monitor and verify that all authorised staff and third parties that are provided restricted access to information, adhere to the EnTF Data Protection Policy, and any amendments deemed necessary.

### **Yolanda de Lange**

Training Manager

Energy Training Foundation, license holder of the Association of Energy Engineers

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