



The Southern African Institute Of Tribology
Understanding Friction, Lubrication and Wear

Privacy Policy

The Southern African Institute of Tribology (SAIT) NPC

Last updated: 9 July 2026

1. Introduction

The Southern African Institute of Tribology, a non-profit company incorporated under the laws of the Republic of South Africa ("SAIT", "we", "us", or "our"), is committed to protecting your personal information in accordance with the Protection of Personal Information Act, 4 of 2013 ("POPIA").

This Privacy Policy explains what personal information we collect, why we collect it, how we use and protect it, and what rights you have in relation to it. It applies to visitors of www.sait.org.za (the "Site"), members, event and training participants, and anyone who otherwise submits personal information to SAIT.

By using the Site or providing your personal information to SAIT, you acknowledge that you have read and understood this Privacy Policy.

2. Information Officer

SAIT's designated Information Officer, responsible for compliance with POPIA, can be contacted as follows:

Information Officer: [Insert name/designation] Email: secretary@sait.org.za Postal Address: [Insert registered address]

3. What Personal Information We Collect

Depending on your interaction with SAIT, we may collect the following categories of personal information:

- Identifying information: Full name, title/designation, identity number (where required for verification).
- Contact information: Email address, telephone/cellphone number, postal and physical address.
- Membership and professional information: Company name, company website, job designation, and qualifications.

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Directors D. Gamble, P. Swan, J. Fitton



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- Payment information: Billing details necessary to process membership contributions, training, or event fees (processed via third-party payment providers; SAIT does not store full card details).
- Technical information: IP address, browser type, device information, and cookie data collected through your use of the Site.
- Communication records: Correspondence with SAIT, including emails, enquiries, and feedback submitted via forms on the Site.

4. How We Collect Personal Information

We collect personal information directly from you when you:

- Complete a membership application form;
- Register for training courses, conferences, or events;
- Log in to the members-only area of the Site;
- Contact us via email, contact forms, or telephone;
- Subscribe to newsletters or communications; or
- Browse the Site (via cookies and similar technologies).

5. Purpose of Processing

SAIT processes your personal information for the following purposes:

- To process and administer membership applications and renewals;
- To register and manage attendance at training courses, conferences, and events;
- To provide access to member-only content and services;
- To process payments for contributions, courses, and events;
- To communicate with you regarding SAIT news, events, and industry updates;
- To comply with legal, regulatory, or contractual obligations; and
- To improve and personalise your experience on the Site, including through cookies.

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We will not process your personal information for any purpose other than those stated above without obtaining your further consent, unless permitted or required by law.

6. Lawful Basis for Processing

SAIT processes personal information on one or more of the following lawful grounds, as required by POPIA:

- Consent: Where you have given consent to the processing (e.g., subscribing to communications);
- Contractual necessity: Where processing is necessary to perform a contract with you (e.g., membership administration, event registration);
- Legal obligation: Where processing is necessary to comply with an obligation imposed by law; and
- Legitimate interest: Where processing is necessary for SAIT's legitimate interests as a non-profit company (e.g., maintaining member records), provided this does not override your rights and interests.

7. Disclosure of Personal Information

SAIT will not sell, rent, or trade your personal information. We may share personal information with:

- Service providers: Third parties who assist us with payment processing, website hosting, or email communications, under appropriate confidentiality and data protection obligations;
- Regulatory or legal authorities: Where required by law, court order, or to protect SAIT's legal rights; and
- Successors: In the event of any restructuring of SAIT, subject to equivalent confidentiality protections.

We do not transfer personal information outside South Africa unless the recipient is subject to laws, binding agreements, or other measures that provide an adequate level of protection substantially similar to POPIA.

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8. Cookies

The Site uses cookies to enhance functionality and personalise your experience. Cookies used include:

- Essential cookies: Necessary for basic website functionality (e.g., remembering login sessions).
- Preference cookies: Used to store your cookie consent preferences.

You can manage your cookie preferences through your browser settings, though blocking certain cookies may impact website functionality. By continuing to use the Site, you consent to our use of cookies as described here.

9. Data Security

SAIT implements reasonable technical and organisational measures to protect personal information against loss, unauthorised access, alteration, or disclosure, including:

- Restricting access to personal information to authorised personnel only;
- Using secure systems for storing and processing member and payment data; and
- Regularly reviewing our data handling practices.

While we take reasonable steps to protect your information, no method of electronic transmission or storage is entirely secure, and we cannot guarantee absolute security.

10. Retention of Personal Information

We retain personal information only for as long as necessary to fulfil the purposes outlined in this Policy, or as required by applicable law (e.g., financial record-keeping obligations under South African tax and companies legislation). Thereafter, personal information will be securely deleted or anonymised.

11. Your Rights

In accordance with POPIA, you have the right to:

- Access the personal information SAIT holds about you;
- Request correction of inaccurate, outdated, or incomplete information;

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- Request deletion of personal information that SAIT is no longer authorised to retain;
- Object to the processing of your personal information for direct marketing purposes;
- Withdraw consent at any time, where processing is based on consent (without affecting the lawfulness of processing before withdrawal); and
- Lodge a complaint with the Information Regulator of South Africa if you believe your rights under POPIA have been infringed.

To exercise any of these rights, please contact our Information Officer using the details in Section 2.

12. Complaints to the Information Regulator

If you are not satisfied with how SAIT has handled your personal information, you have the right to lodge a complaint with the Information Regulator:

The Information Regulator (South Africa) Email: complaints.IR@justice.gov.za Website: www.justice.gov.za/infoereg/

13. Children's Information

The Site and SAIT's services are intended for professional and adult use (e.g., professionals and students in tribology-related fields). We do not knowingly collect personal information from children without the consent of a parent or legal guardian, in accordance with POPIA.

14. Third-Party Links

The Site may contain links to third-party websites. This Privacy Policy does not extend to those third-party sites, and we encourage you to review their respective privacy policies.

15. Changes to This Policy

SAIT may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. Updates will be posted on the Site with a revised "Last updated" date. We encourage you to review this Policy periodically.



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16. Contact Us

For any questions, requests, or concerns regarding this Privacy Policy or the processing of your personal information, please contact:

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Email: secretary@sait.org.za Website: www.sait.org.za

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