



Transport SIG (Pty)Ltd trading as Transport Forum POPIA policy – July 2021

Collection of your personal information

- How do we collect personal information?
 - User registrations on our website www.transportsig.com.

Should someone register as a user on our website, the information is stored in our online user database which synchronises with the mailing database.
 - Feedback at our events

After each of the Transport Forum events, an email is sent to all participants requesting feedback on the event. One of the sections on the feedback form, participants is prompted to mention people whom they think should be added to the Transport Forum’s database. We then obtain approval from that person whether we are allowed to add his/her information to our mailing database.
 - Events registration

When people register for our events, their data is captured in our mailing list. This is also the case with presenters and panellists participating at our events.
 - Personal requests

Many people approach Transport Forum staff directly to be added to our mailing list via email or word of mouth.
 - Exhibitions

The Transport Forum is often invited to take up an exhibition stall at an event. During this process, visitors to our stand are given opportunity to write their information on a list to be added to our mailing list.
 - Research

During research projects, people are identified to be added to the Transport Forum’s mailing list. Approval then is obtained from them to do so.

What do we do with personal information?

- User Database

This database is used by the users themselves to gain access to, and to obtain

content from the Transport Forum website such as presentations presented at our events. This database synchronises with the mailing list and is protected by Captcha technology to keep hackers out. Once, and only when, a user is logged in to the secure backend of the site, he/she can access the user list displaying the contact information of other registered users for networking purposes.

- Mailing List

The mailing list database is used to send out Transport Forum newsletters. All our newsletters and communication include an option to opt out. Should a user request to be removed, his/her information is permanently deleted from both the user database and mailing list.

- Attendance register

The personal information (Title, name, surname, email address, contact number, business address, country and core business) of each participant is kept in a separate attendance register database.

This information is used as follows:

- Should organisations enquire whether someone from their organisation participated in one, or more, of our events.
- The attendance registers are shared with sponsoring organisations of relevant events.

Risk analysis

The Transport Forum's databases are stored and hosted as follows:

- Internal to the Transport Forum

The databases are stored on one events laptop and monthly backups are made to two offline devices: WD external drive and a Toshiba external drive. The laptop is protected by Kaspersky anti-virus and ant-fishing software.

- External to the Transport Forum

The Transport Forum has a hosting account with Web-Guru where all databases are stored for web use. Access to this information is securely managed through a firewall, password protection and captcha technology.

External Communication

In all external communication such as mail blasts and promotions on the web, people are given the opportunity to opt out by indicating "Remove me" in the subject line of their message. The moment a message of this nature is received, all data of this specific person is removed from both the user database and mailing list.

Delegates registering for Transport Forum events are notified that by registering for events, they are giving consent that their contact details will be shared with sponsoring organisations of the Transport Forum. They are also giving consent that their email addresses will be added to the Transport Forum mailing list.

For any queries, kindly contact us through info@transportsig.com