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## 1. Who we are

The Professional Editors' Guild (PEG) is a non-profit company which aims to promote high standards of editing, proofreading and revision; uphold the professional status of editors, proofreaders and revisers and advance professional behaviour among members. PEG aims to stimulate contact among members, encourage the exchange of ideas and the dissemination of information on matters of professional interest; promote an understanding of the work of editors, proofreaders and revisers among potential clients and the general public and establish and maintain liaison with other societies of editors worldwide.

The Professional Editors' Guild treats Personal Information that we collect through our website, and other channels (such as membership enrolments), as private and confidential.

## 2. Collection

We collect Personal Information directly from you and, where it is consented to, required, lawful and reasonable, we may collect Personal Information about you from third parties and publicly available sources, such as government agencies, for the purposes set out below.

We use your Personal Information to:

- meet our responsibilities to you as a member
- follow your instructions
- process your Personal Information for ordinary membership purposes (this includes to maintain our overall relationship with you)
- comply with applicable regulations.

Without your Personal Information, we may not be able to provide or continue to provide you with the required membership support.

If you wish to become a PEG member, you are asked to supply the following personal details: your name, date of birth, gender, email, home and postal addresses, cellphone number and own website address if applicable.

Personal Information of members is also shared on the PEG website for those who have requested and paid for a directory listing.

Should you wish to attend a webinar as a non-member of PEG, you will be asked to supply the following personal details: your name, email address, cellphone number and affiliation (for example, LAMP member or non-affiliate).

We will only request your personal bank account details if you require a refund in case of cancellation of a scheduled webinar or event. We will not retain your banking details on file.

### 3. Processing

The information that you supply to PEG is used specifically and exclusively for the stated purpose. We do not sell to, distribute or share your Personal Information with any other third party without your explicit consent.

Your Personal Information may not be used by other members for any purpose whatsoever, including but not limited to the solicitation of work or offers of work, marketing of services or promotions.

Your Personal Information regarding membership is stored electronically and is accessed only by PEG's designated officers using password-coded access.

- The treasurer uses your data to issue an invoice on receipt of payment for membership or enrolment in PEG's mentorship programme. The Treasurer also responds to financial queries from members.
- The administrator processes information for membership registration, renewal and directory listings on the website and deals with member queries.
- The e-group coordinator is responsible for group communication about PEG matters. Based on their explicit consent at enrolment, new members' names and email addresses are shared with all current members via an official Google e-group.

### 4. Storage

We store Personal Information as required by law.

The Personal Information of PEG members is stored electronically and securely. The stored information is backed up daily.

Personal Information regarding registration for PEG events and webinars is stored by the designated webinar coordinator and the webinar administrator. The webinar host (with whom PEG has a specific agreement) stores this information only as long as is necessary to host the webinar, after which they are contractually required to delete it.

### 5. Our security practices

Our security systems are designed to prevent loss, unauthorised destruction, damage and/or access to your Personal Information from unauthorised third parties.

## 6. Your consent

We will process your Personal Information if you give us your consent willingly or in accordance with the law. You give your consent to us through our enrolment and application agreements.

We will only disclose your Personal Information if:

- the law requires it
- we have a public duty to disclose the information
- our or your legitimate interests require disclosure
- you agreed that we may disclose your information.

All registration forms and membership application forms carry the following clause:

*By marking the box below, I accept that the Professional Editors' Guild (PEG) will use and store my Personal Information for administrative purposes and for the activities of PEG. These activities are as follows:*

- *communication on PEG e-groups (official and chat),*
- *hosting of webinars,*
- *continuing professional development communications and activities,*
- *the administration of membership applications and renewals, and*
- *activities that relate to training and education.*

These records of consent on membership applications are retained only for the current year during which the membership is active. We require all members to reconfirm their record of consent annually.

## 7. Third parties

We work with webinar hosts and when we do this, they must agree to our privacy principles, associated policies and practices.

We will not disclose your Personal Information to external organisations that are not our service providers, unless you give us your consent, or unless we are required to do so by law, or if it is necessary for the conclusion or performance of our agreement with you.

## 8. Personal access to membership information

Members who paid for a directory listing have online access to their own information on the website via their own password. No other PEG member or website visitor will be able to access any information about you which you do not specifically allow to be shared in the PEG directory.

## 9. Data quality

Members are responsible for ensuring that all their Personal Information on record with PEG remains up to date and accurate.

## 10. Data retention

All information for resigned members and people whose memberships are scheduled for expiry due to non-renewal, will be deleted and access to e-groups and membership withdrawn during the month following the non-renewal.

This is in line with the principle of data minimisation which means PEG will only collect and retain information that is relevant and adequate and avoid the excessive collection of Personal Information (Section 10 of POPIA).

## 11. In case of a data privacy breach

If Personal Information has been misused, accidentally or intentionally, the relevant clauses in the PEG Code of Conduct and the Disciplinary Code will be applied. The Information Regulator and impacted data subjects would also be notified as a matter of priority and within a reasonable period of confirmation of the breach.

## 12. Cookies

We currently do not use cookie technology to track your preferences on our website ([www.editors.org.za](http://www.editors.org.za)).

## 13. Links to other websites

Although we try to link only to websites that also have high privacy standards, we are not responsible for their security, privacy practices or content. We recommend that you always read the privacy and security statements on these websites.

## 14. Monitoring of electronic communications

We communicate with you through different methods and channels. Where required, we may record certain online events. You are required to provide your consent to the session being recorded upon joining the online event.

### 15. Social media

We operate and communicate through our designated channels, including but not limited to the online chat groups, Facebook and LinkedIn pages to inform, help and engage with our members and the general public.

The general public can access and read any information posted on these sites. We are not responsible for any information posted on these sites other than the information posted by PEG's designated officials. We do not endorse the social media sites themselves, or any information posted on them by third parties or other users.

When you engage with us through social media your Personal Information may be processed by the site owner; this process is outside our control and may be in a country outside South Africa that may have different privacy principles.

### 16. Your rights

We will take note of your rights under applicable privacy and data protection laws, especially your right to object, on reasonable grounds, to certain types of processing.

### 17. Right to amend this privacy statement

We reserve the right to update this Privacy Statement. We will publish all changes on our website. The latest version of our Privacy Statement will replace all earlier versions, unless it says differently.

### 18. Queries and complaints

If you have any queries or complaints about Data Privacy, please contact PEG's Information Officer:

Alexis Grewan - Information Officer

The Professional Editors Guild

Postal Address: PO Box 53456, Wierda Park, 0149

Email: [alexisgrewan@gmail.com](mailto:alexisgrewan@gmail.com)

**Date Published: 28 June 2021**