

## South African Guild of Actors (SAGA) Privacy Policy

(Updated 22 February 2026)

### 1. Introduction

The South African Guild of Actors (SAGA), a registered Non-Profit Organisation, is committed to protecting the privacy of our members, event attendees, and industry stakeholders. This policy details how we process personal information in compliance with the **Protection of Personal Information Act (POPIA)** and the **Promotion of Access to Information Act (PAIA)**.

### 2. Who We Are

For the purposes of POPIA, SAGA is the "Responsible Party."

- **Information Officer:** Carlynn de Waal-Smit - National Secretary
- **Address:** 93 Clovelly Road, Greenside, Johannesburg, 2193
- **Email:** admin@saguildofactors.co.za

### 3. Information We Collect

We collect information necessary for advocacy and membership services:

- **General Information:** Name, ID/Passport number, contact details, and physical address.
- **Professional Data:** Headshots, CVs, showreels, agency details, and professional experience.
- **Special Personal Information:** As a professional guild, we process data relating to **Race, Gender, and Trade Union Membership**. This is used exclusively for industry transformation reporting, statistical advocacy, and fulfilling our mandate as a representative body.

### 4. Purpose of Processing

We use your information for:

- **Membership Services:** Managing dues, applications, and member communications.
- **Industry Advocacy:** Lobbying for performers' rights and reporting on industry demographics.
- **Event Management:** Organizing workshops, meetings, and training sessions.
- **Public Promotion:** Displaying professional profiles (with consent) to casting directors and industry professionals.

### 5. Data Security & Storage

SAGA employs strict technical and organisational measures to secure your data, including password protection, encrypted cloud storage, and restricted access. We do not sell or trade your personal information.

### 6. Third-Party Sharing

We only share your data with:

- **Trusted Service Providers** (Operators) who assist in our operations (e.g., email platforms, accountants).
- **Industry Stakeholders** where you have consented to the public display of your professional profile.
- **Regulatory Bodies** when required by South African law.

### 7. Data Retention

- **Members:** Records are kept for the duration of membership and for a legal period thereafter (e.g., 7 years for financial records).
- **Event Guests:** Contact details are retained for 12 months post-event unless you opt-in to our mailing list.

### 8. Your Rights

You have the right to request access to your data, ask for its correction, or request its deletion. To exercise these rights, please contact our Information Officer using the details provided above.

#### SAGA EXECUTIVE COMMITTEE MEMBERS

Jack Devnarain (Chairman) Adrian Galley (Vice Chair CT) Carlynn de Waal-Smit (Secretary/Treasurer) Daniel Janks (Legal)  
Jacques Adriaanse (Membership CT) Nambitha Mpumlwana (Membership JHB) Thoko Ntshinga (Vice Secretary Cape Town)  
Hungani Ndlovu (Media and Communications) Londiwe Shange (Vice Secretary Durban)  
NPO Registration Number 119-128 NPO (NPC Registration Number 2012/073405/08 PBO No: 930041853