



POPIA CONSENT FORM

FOR APPLICANTS AND REGISTERED PERSONS

Engineering Council of South Africa (“ECSA”) collects and processes personal data of individuals who apply for registration with ECSA in order to facilitate and administer the registration process and further to regulate ECSA’s relationship with its registered members. ECSA is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

1. What information does ECSA collect?

1.1. ECSA collects and processes a range of information about you. This includes: -

- 1.1.1. your name, address and contact details, including email address and telephone number, date of birth, gender and race;
- 1.1.2. details of your education, qualifications, skills, experience and employment history, including start and end dates, with current and previous employers;
- 1.1.3. images of yourself such as still pictures, video, voice and other similar data;
- 1.1.4. details of your bank account and identity number;
- 1.1.5. details of membership with any recognised voluntary associations;
- 1.1.6. details of your referees and their reports;
- 1.1.7. information on any previous criminal convictions in South Africa or in a foreign country;
- 1.1.8. information on any declarations against you by the High Court under the Mental Health Act 18 of 1973;
- 1.1.9. details of disqualifications from registration under the Engineering Professions Act 46 of 2000 (“EPA”);
- 1.1.10. details of any declarations of insolvency due to negligence or incompetence in respect of any relevant scope of work.

1.2. ECSA may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity the application for registration process; from correspondence with you; or through interviews, meetings or other assessments.

1.3. In some cases, ECSA may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks, credit reference agencies permitted by law.

- 1.4. Data will be stored in a range of different places, including hardcopy files, IT systems (including ECSA's email system).

2. Why does ECSA process personal data?

- 2.1. ECSA needs to process data in order to consider and assess your eligibility for registration with ECSA and to meet its obligations under the EPA.
- 2.2. In some cases, ECSA needs to process data to ensure that it is complying with its legal and operational obligations.
- 2.3. In other cases, ECSA has a legitimate interest in processing personal data before, during and after the registration process. Processing your data allows ECSA to: -
 - 2.3.1. maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency);
 - 2.3.2. provide your personal information to stakeholders for collaborative operational projects in which you are qualified and experienced;
 - 2.3.3. to keep statutory compliance with the EPA and other applicable legislation;
 - 2.3.4. issue invoices to your current employer in order to recover its registration or membership fees;
 - 2.3.5. ensure effective general professional and business administration;
 - 2.3.6. provide references on request from interested parties or current or former employees; and
 - 2.3.7. respond to and defend against legal claims.
- 2.4. You acknowledge that the personal information provided to ECSA is accurate and correct, and you undertake to advise ECSA of any changes in your personal information, including information relating to your employer.

3. Who has access to data?

- 3.1. Your information may be shared internally with those responsible for the registration process within the various departments of ECSA , including the accounts department when processing registration or membership fees, record storage departments and IT staff, but only if access to the data is necessary for performance of their roles.
- 3.2. ECSA shares your data with third parties in order to obtain pre-registration references from other parties, confirmation of qualifications, for purposes of issuing certificates, taking disciplinary action, to obtain background checks and to obtain necessary criminal records checks.
- 3.3. ECSA may share your data with stakeholders for specific collaborative projects in which you are qualified and experienced
- 3.4. ECSA may share your data with third parties in the context of the registration process. In those circumstances the data will be subject to confidentiality arrangements.
- 3.5. ECSA may share your data with third parties that process data on its behalf, in connection with the registration process (if required).

3.6. Where ECSA wishes to process personal data outside of the statutory requirements, specific contextual consent will be obtained from you.

4. How does ECSA protect data?

- 4.1. ECSA has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.
- 4.2. Further details about EPI-USE's security procedures can be found on the ECSA website or policies available from ECSA such as the Privacy Policy, Data Retention Policy and the Data Security Policy.
- 4.3. Where ECSA engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and company measures to ensure the security of data.

5. For how long does ECSA keep data?

- 5.1. ECSA will hold or store data in accordance with our Personal Data Retention Policy, available on request. We will only hold your data for as long as necessary for the purposes for which we collected it or as required by law or statutory requirements or retained further with your consent.
- 5.2. Thereafter your personal information will be de-identified: -
 - 5.2.1. in hard copy and /or electronic copy; and
 - 5.2.2. subject to security safeguards that are adequate to ensure the integrity and confidentiality of your personal information.

6. Your rights

- 6.1. As a data subject, you have a number of rights. You can: -
 - 6.1.1. access and obtain a copy of your data on request;
 - 6.1.2. require ECSA to change incorrect or incomplete data;
 - 6.1.3. require ECSA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
 - 6.1.4. object to the processing of your data where ECSA is relying on its legitimate interests as the legal ground for processing.

7. What happens if you do not provide personal data?

- 7.1. You have an obligation under your application for registration or membership to provide ECSA with data, which is accurate. Your failure to provide the data may mean that we are unable to process or approve your application.
- 7.2. Certain information, such as contact details, have to be provided to enable ECSA to process or approve your application for registration or memberships of ECSA. If you do not provide this information, and update it as necessary, this will hinder ECSA's ability to

ENGINEERING COUNCIL OF SOUTH AFRICA

1st Floor Waterview Corner 2 Ernest Oppenheimer Ave Bruma

Private Bag X691 Bruma Johannesburg South Africa 2026

Tel: +27 11 607 9500 | Fax: +27 11 622 9295 | E-mail: engineer@ecsa.co.za

administer the rights and obligations arising out of the EPA or any other relevant legislation efficiently.

8. Express consent

8.1. In view of the above you hereby expressly consent to: -

- 8.1.1. the processing of your personal information as defined in POPIA by ECSA, any affiliate and/or any third parties including any agents or third parties authorised by ECSA to process the personal information; and
- 8.1.2. the transfer of the personal information to any affiliate of ECSA outside of the Republic of South Africa for the specific purposes for which it was collected as set out above. In this regard, ECSA will only transfer personal information outside of the Republic of South Africa or transborder information flow in accordance with the provisions of POPIA.

Dated at _____ on this the _____ day of _____
2025.

NAME OF APPLICANT/REGISTERED PERSON