DRESSAGE SA NON-DISCLOSURE AND CONFIDENTIALLY AGREEMENT

FOR CLUB AND SHOW HOLDING BODY USE

Date : _____

Full Name and Surname of Applicant: _____

Name of Club and/or Show Holding Body: _____

Position or Responsibility of Applicant: _____

Club/Show Holding Body Chairman in Office: _____

1. **Confidentiality and Non-Disclosure**

1.1. You acknowledge that in performing your tasks and responsibilities at Dressage SA, you will or may become familiar with the confidential information of members and other parties which could include the personal information of athletes, officers, officials, council members, suppliers, service providers and sponsors. As a consequently, you agree that during the period of your appointment and subsequent thereto, you will not disclose to others (including other employees and office bearers of your own and associated organisations), or make use of directly or indirectly, any confidential information of **Dressage SA** or confidential information of the members of **Dressage SA**.

1.2. Explicit written authorisation must be sought from your President/Chairman on every single occasion should there be a requirement by yourself to disclose or disseminate such information. If there is any doubt about whether any disclosure or use is for an authorised purpose, you will obtain a ruling in writing from **Dressage SA** and will abide by it.

1.3. You are required to deliver to the company whenever required to do so, or in any event when leaving your engagement, all books of accounts, records, correspondence, notes, manuals, evaluations, tests, software and electronic records, and the like concerning or containing any reference **Dressage SA** and its members and officials.

2. **Confidentiality in terms of Protection of Personal Information Act (POPI)**

2.1. You agree that you will not access/process personal information as described in 1. above for any reason other than the reason for which it was collected and is stored.

2.2. You agree that you will nor share or caused to be shared any access to any information through allowing access to any computer system or allowing your access via passwords and the like to be used by any person other than yourself.

2.3. For the purpose of this clause, personal information will be deemed to extend to all information by which a natural or juristic person can be described or identified including, but not limited to:

2.3.1. Race

2.3.2. Gender

2.3.3. Marital status

2.3.4. Ethnic or social origin

2.3.5. Age

2.3.6. Disability

2.3.7. Information relating to education qualifications, medical, credit, criminal record and employment history

2.3.8. Identification number

2.3.9. Contact details including postal address, physical address, email address, telephone number, as the case may be.

2.3.10. Biometric information as may be appropriate.

2.3.11. Horse breeding information and horse passport numbers.

2.3.12. Athlete performance history including the history of both the human and the equine athlete.

I understand and accept the non-disclosure and confidentiality agreement as detailed above.

APPLICANT TO COMPLETE

_____	_____	_____
PRINT NAME	SIGNATURE	DATE

_____

POSITION AT THE ORGANISATION

IF THE APPLICANT IS NOT THE PRESIDENT OR CHAIRMAN THEN THEY NEED TO SIGN IN ADDITION TO THE APPLICANT

I authorise the above applicant to have access to the DSA Database

_____	_____	_____
PRINT NAME and POSITION	SIGNATURE	DATE