

### Introduction

The Data Intensive Research Initiative of South Africa (DIRISA) provides a user authentication and registration service that allows users to access DIRISA services. This service is known as the DIRISA User Subscription service. The services offered by DIRISA can be accessed by all researchers using SAFIRE and subscribe through the DIRISA user subscription service.

This policy will inform you what DIRISA will do with the personal information it collects from you and which you voluntarily provide to DIRISA, it also indicates your rights as a data subject.

### Application of this Policy

This policy will apply to DIRISA and the Personal Information supplied by you. It includes any processing or further processing of the Personal Information by any Operators duly appointed by the DIRISA;

DIRISA will require explicit consent from data subjects to register for DIRISA services such as the data deposit tool and user subscription tool that use SAFIRE. Until such consent is provided, we will not have access to the Personal Information of the data subject.

### Information we collect about you

In order for the DIRISA user subscription service to allow you to login and register to access DIRISA services, we need to collect the following information:

- Your name
- Your surname
- Email address
- Your affiliation to your organisation
- Username
- Orcid identifier

We also collect cookie information to be able to save your login information and your unique session identification to identify you as a user of the DIRISA service. You can however opt out of sharing this information.

### Purpose for collection of personal information

DIRISA processes your personal information in order to authenticate any person that wants to use DIRISA services. This information is processed by SAFIRE through your home organisation. Please see SAFIRE's [privacy policy](#).

## **DIRISA SAFIRE Policy**

The minimum attributes with a combination of recommended and optional are suggested for DIRISA.

The information is collected to perform internal operations including administrative duties such as maintaining, storing and reporting on the requests received to any regulatory body and internally to management.

### **Storage, Retention and Destruction of Information**

The DIRISA user subscription service retains the information it receives in order to be able to process your login and subscription.

Your Personal Information will be stored either physically in the record storerooms or electronically in a centralised database, which, for operational reasons, will be accessible on a need to know and business basis.

DIRISA undertakes to conduct regular audits regarding the safety and security of your Personal Information.

You have the right to request that DIRISA delete this information as required.

### **Access to the information by the Data Subject**

You have the right at any time to ask DIRISA to provide you with the details of the Personal Information we hold; and/or the purpose for which it has been used, provided that such request is made using the standard Section 14 CSIR PAIA process, which can be accessed by downloading and completing the standard request for information form, housed under the CSIR's Section 14 PAIA Manual which can be found on the CSIR's website at [www.csir.co.za](http://www.csir.co.za).

### **Further information**

For any further information, you can contact DIRISA on [dirisa@csir.co.za](mailto:dirisa@csir.co.za).