

Travel Document Handling & Secure Vault Policy

Handling passports, visas, identity records and confirmations

Effective date: 29 September 2026

Website: <https://seetheworld.co.za>

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1. Restricted classification

Passports, identity documents, visas and comparable travel records are classified as restricted information.

2. Collection

Collect only the document or information reasonably necessary for the identified travel purpose. Avoid collecting unrelated pages or information.

3. Storage

Restricted documents are stored through the authenticated client-vault workflow, encrypted before storage and kept outside the public website directory.

4. Authorisation

Access is trip-specific and role-based. A client should only see documents associated with an authorised trip; administrators require a legitimate business purpose.

5. Integrity and logging

Uploads and downloads are associated with integrity hashes and audit events where the production architecture supports them.

6. Prohibited practices

Do not store restricted travel documents in browser localStorage, public links, source-code repositories, ordinary analytics services or unsecured shared folders.

7. Deletion

Delete or cryptographically destroy restricted documents when their operational/legal purpose ends, subject to lawful retention needs.

Authoritative references

Protection of Personal Information Act 4 of 2013

<https://www.gov.za/documents/protection-personal-information-act>

Operational publication note: this document is maintained as part of the See The World Travel compliance framework. It should be reviewed when the business model, supplier arrangements, contact channels or applicable law materially change. It does not replace matter-specific legal advice where specialist advice is required.