



PROTECTION OF PERSONAL INFORMATION POLICY

Act 4 of 2013

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1. PROTECTION OF PERSONAL INFORMATION (POPI) STATEMENT

As of 01 July 2021, the Protection of Personal Information Act (Act 4 of 2013) came into effect which enforces and promotes the lawful processing of Personal Information by any public or private body. We are obliged by this legislation to ensure that reasonable measures are implemented and followed to protect your privacy and the right to access or share this information.

By viewing this website, you hereby acknowledge that you have read and understand the Protection of Personal Information (POPI) disclaimer and policy of SA College for Tourism (SACT). SACT shall take all reasonable measures to protect the Personal Information of all Data Subjects in our records.

For the purpose of this disclaimer "Personal Information" shall be defined as detailed in the Promotion of Access to Information Act 2 of 2000 (PAIA) and the Protection of Personal Information Act 4 of 2013 (POPI).

SACT collects, stores, and uses your information in the following ways, primarily for the following purposes:

- SACT only collects personal information when users provide such information voluntarily.
- In some cases, non-personal information, such as the user's domain and IP-address is stored on the user's computer as a cookie-file and in a statistics file on the web server. This information is used to improve the service offered to users only.
- The collected personal information is stored in databases to which access is strictly controlled and only staff, who in the course of their duties and roles need to have access to such information.
- To provide services to you as instructed and requested by you through this website.
- To better support any clients, candidates, alumni, organisations, or companies by adding their data and current active services requested to our relevant databases.

Anytime you use our website, complete an application form, contact us electronically or use any of our services offered including venue hire, application processes, registering as an alumnus or submitting an employment opportunity we will collect your personal information for the relevant reason specified. The information we collect and maintain concerning our clients, applicants, alumni as well as employers, companies, and organisations will be treated as confidential and protected with the necessary safety measures.

By using our website, the user consents to:

- SACT may use personal information about the user to communicate with the user from time to time.
- SACT may use the user's information for non-personal statistical purposes.
- Alumni may view their own personal and other information through the SACT Alumni Portal system.

Any PoPI related queries, questions and/or complaints can be kindly directed to the:

- Contact Person: Executive Director: Mrs Mariette Ferreira
- Contact Number: 049892 2244
- Contact Email: mariette@sactgr.co.za

2. CLIENTS

2.1. DATA AND INFORMATION COLLECTED

By completing a contact form on our website and/or contacting us through telephonic or electronic communications, we will collect the following personal data:

- Title
- Name and Surname.
- Contact information which may include: e-mail address and contact number.

The information collected by SACT will only be sourced from you as the client that comes through our website or is received by us from you through telephonic or electronic communications which is received through voluntary actions. No collection or use of Sensitive Personal Information will be requested from SACT.

2.2. DATA USAGE

The personal information collected will be used for the sole purpose of offering a service which has been requested directly by you. The personal information you provide will only be used for the sole purpose of communication with you regarding your enquiry and to obtain the relevant information regarding the service requested.

2.3. DATA SHARING AND STORING

The personal information collected by SACT will not be shared or sold to any 3rd party at any stage unless this is a requirement of the service or requested by you as the client to do so. Your information will be shared only with the relevant staff members in order to complete their duties and roles within the organisation.

SACT will not store your personal information in any database within the company after the service has been completed or the service was not deemed necessary unless otherwise requested by SACT for a specific purpose.

3. APPLICANTS

3.1. DATA AND INFORMATION COLLECTED

By completing and creating the online application form through the SACT website or any written and electronic communication we will collect, use, and store the following personal data about you:

- 3.1.1. Any data you have provided to us via any written or electronic correspondence, cover letter, your Curriculum Vitae (CV) and application video.
- 3.1.2. The personal data you upload to the application form which includes:
 - Title, Surname, Full Names, ID/Passport Number, Date of Birth, Nationality, Contact Telephone Numbers, E-mail address, Home and Postal Address, Languages Spoken, Equity Status, Marital Status, Gender, Employment Status and History, Disclosure regarding criminal history and previous disciplinary history, Copy of Identity Document / Passport, Photo, Educational History and Qualifications, Dependants, Physical / Mental Disability Status, Medical Background, Economic Sector, and any other data provided to us through electronic and/written communications, e-mail, or interviews.

3.1.3. Personal Data that is provided by recruiters where applicable via telephonic, written or electronic communications.

3.2. DATA COLLECTION

Your personal information and sensitive personal information will / may be collected by SACT in the following manner:

3.2.1. Yourself, as the applicant to SACT, our website, or partner / recruiter of SACT as stipulated by you within your application process.

3.2.2. Publicly accessible sources such as the Facebook, Instagram and LinkedIn, as shown on your personal profiles, and/or WhatsApp communications through information provided by you.

3.3. DATA USAGE

Your personal data and sensitive personal data will be used for the following purposes only by SACT:

3.3.1. To assess your skills, qualifications, and suitability for the programmes offered by SACT.

3.3.2. Evaluate your application to determine if you meet the criteria prepared by SACT.

3.3.3. Obtain references and background checks if and when necessary.

3.3.4. Communication with you and your recruiter where applicable, about the recruitment process and if your application has been successful.

3.3.5. Create and maintain evaluation database necessary for the process of recruitment.

3.4. USE OF SENSITIVE PERSONAL DATA

Your sensitive personal data will only be used for the following purposes as far as permitted by law:

3.4.1. The data collected regarding your nationality and/or equity status will be processed for the purpose of ensuring you comply with SACT's Student Equity criteria requirements as necessary for enrolment at SACT.

3.4.2. Criminal and/or disciplinary history, disability status, and health status will only be used for the purpose of evaluation processes of the college, in order to assess suitability to the programme for the specific needs and roles within our programmes and policies.

3.5. DATA SHARING

By completing the SACT application documentation as an applicant to SACT for the consideration to study at the College, your application and its attachments will be shared with SACT staff members in order to complete and recruit students to the College and SACT recruitment partners for the specific purpose of recruitment, should this be necessary.

Your personal information and sensitive personal information will not be shared or sold by SACT to any 3rd party which is not affiliated to SACT and will only be used for the sole purpose of recruitment and possible secondary purpose of data collection should your application be successful.

3.6. DATA STORING

SACT will store and maintain your personal information and sensitive personal information in the following manner under the regulations of the legislation appropriate to the protection of personal information:

- 3.6.1. Your personal information and sensitive personal information will be stored by us under safe measures for a period of three (3) years after your last application date if your application was unsuccessful and five (5) years if your application was successful.
- 3.6.2. Your personal information submitted through online application will also be retained by our Administrative Assistant to upkeep with the tasks and roles of SACT and used for the purpose of reporting statistics with regards to number of applications received at SACT for the relevant year for a period of one (1) year.
- 3.6.3. All and any personal information and sensitive personal information submitted through our online applications will be safely and securely stored in accordance with the Data Protection and Privacy Laws.
- 3.6.4. SACT will store your personal information until you request, in writing, to delete your application.
- 3.6.5. SACT will ensure that all regulations are met with regards to the personal data protection legislation in terms of protecting all stored personal data pertaining to information technology and measures thereof.
- 3.6.6. SACT will immediately notify you in the event of or knowledge of the obstruction and/or irregularities of the applicable regulations pertaining to the personal data protection legislation by any of our staff or any other parties acting on our behalf.

3.7. FURTHER DATA PROCESSING

Further data processing will only be applicable to accepted candidates of SACT this process will include:

- 3.7.1. The further processing of personal information to create acceptance letters to the college.
- 3.7.2. The further processing of personal information and sensitive personal information for the purpose of database creation for tasks and roles within SACT.
- 3.7.3. The further processing of personal information and sensitive personal information for the purpose of Monitoring and Evaluation processes within SACT.
- 3.7.4. Communication with SACT recruiters where applicable and accepted candidates regarding the acceptance process.

4. ALUMNI

4.1. DATA AND INFORMATION COLLECTED

By registering, uploading your CV, and creating your profile on our website and responding to any specific employment advert; we will collect, use and store the following personal data about you:

- 4.1.1. Any data you have provided to us via any written correspondence, cover letter, your Curriculum Vitae (CV).
- 4.1.2. The personal data you upload on the application form which includes:

- Title, Surname, Full Names, ID/Passport Number, Date of Birth, Nationality, Contact Telephone Numbers, E-mail address, Home Address, Languages Spoken, Equity Status, Marital Status, Gender, Employment Status and History, Disclosure regarding criminal history and previous disciplinary history, Copy of Identity Document / Passport, Photo, Educational History and Qualifications and any other data provided to us through communications, e-mail, or interviews.

4.1.3. Personal Data that is provided by referees via telephonic or written communication.

If your online profile and application process fails to be completed in full or you have provided data, which is inaccurate, SACT may not be able to consider and/or process your application further for any active employment opportunities or access to the Alumni Online Portal.

4.2. DATA COLLECTION

Your personal information and sensitive personal information will / may be collected by SACT in the following manner:

- 4.2.1. Yourself, as the Alumni of SACT, our website, a specific response to an employment opportunity, or a referral from another Alumni candidate and/or partner of SACT.
- 4.2.2. Publicly accessible sources such as the SACT Alumni Facebook Page and LinkedIn, as shown on your personal profiles, and/or SACT Alumni WhatsApp communications through information provided.
- 4.2.3. Referees as stipulated by you within your application process and CV, this information will include: your full name, position held, period of employment, responsibilities held, work performance during employment as well as reason for leaving.

4.3. DATA USAGE

Your personal data and sensitive personal data will be used for the sole purposes of:

- 4.3.1. Communication with you about available vacancies as well as the recruitment process thereof.
- 4.3.2. To assess your skills, qualifications, and suitability for any applied and/or available positions.
- 4.3.3. Obtain references and background checks if and when necessary.
- 4.3.4. To update and track Alumni Relations needs within SACT.

4.4. USE OF SENSITIVE PERSONAL DATA

Your sensitive personal data will only be used for the following purposes as far as permitted by law:

- 4.4.1. The data collected regarding your nationality and/or employment equity status will be processed for the purpose of ensuring you comply with the employers Employment Equity policy requirements as necessary for specific roles or employment opportunities provided on our Alumni Portal.
- 4.4.2. Criminal and/or disciplinary history will only be requested and used should this be a requirement from the Employment Partner in order to process and assess suitability with the specific needs and roles within their policies.

4.5. DATA SHARING

By registering as an Alumni of the SACT Alumni Portal for the use and access to available employment opportunities, your CV will be shared with SACT and 3rd party associates and SACT recruitment partners for the specific purpose of recruitment into employment.

Your personal information and sensitive personal information will not be shared or sold by SACT to any 3rd party which is not affiliated to the SACT Alumni Portal and will only be used for the sole purpose of a job application and the recruitment thereof.

Your personal information will be available and shared on request by a 3rd party and employer who wishes to take part in the recruitment process through the SACT Alumni Portal.

4.6. DATA STORING

SACT will store and maintain your personal information in the following manner under the regulations of the legislation appropriate to the protection of personal information:

- 4.6.1. Your personal information will be stored by us for a period of five (5) years after your last registration date. We will further retain this information to be considered for any further or similar positions that you might be suitable for.
- 4.6.2. Your personal information submitted on registration on the portal will also be retained by our Alumni Relations Manager to upkeep with the tasks and role of SACT and used for the purpose of Alumni Tracking as agreed upon with registration at SACT.
- 4.6.3. All and any personal information submitted through our online portal will be safely and securely stored in accordance with the Data Protection and Privacy Laws.
- 4.6.4. SACT will store your personal information until you request, in writing, to deactivate, delete your CV and/or online profile or you have not engaged, updated, and used the Alumni Portal in a period of five (5) years or more.
- 4.6.5. SACT will only store and keep your online profile active and visible to 3rd parties if the information is current and updated. Please ensure that your information is always kept up to date by logging into your online profile through the SACT Alumni Portal or through written communication with our Alumni Relations manager through e-mail or WhatsApp.
- 4.6.6. SACT will ensure that all regulations are met with regards to the personal data protection legislation in terms of protecting all stored personal data pertaining to information technology and measures thereof.

5. EMPLOYERS, COMPANIES, AND ORGANISATIONS

As part of the SACT Alumni Relations mission, SACT strives to connect, introduce, and recruit Alumni for permanent, temporary or contract employment. Sharing of Alumni personal information is a significant and essential requirement of this recruitment process. By partaking in any of our services provided you agree to:

- 5.1.1. Only use Alumni personal information and data provided to you via email and application forms. Any CV's or references obtained through SACT website will only be used for the sole purpose of your recruitment process and will not sell or share Alumni personal information without the consent of same.
- 5.1.2. Ensure that the Alumni personal information obtained through the SACT website is treated in binding confidentiality, lawfully, and in line with the POPI Act.

- 5.1.3. Ensure reasonable operational and information technology measures are implemented to protect against unlawful access and/or processing of Alumni personal information obtained.
- 5.1.4. Destroy the personal information of an Alumni if they were not a successful fit to your organisation or you no longer require the personal information for the purpose that it was collected.
- 5.1.5. Immediately notify SACT Alumni Relations manager in the event of or knowledge of the obstruction and/or irregularities of the applicable regulations pertaining to the personal data protection legislation by you, any of your staff or any other parties acting on your behalf.

The information collected and stored by SACT website regarding the employer, organisation, associates, and trades will only be used for the sole purpose of recruitment of SACT Alumni processes and statistical data collection., general company information such as company or organisation name, province and area of company or organisation name, surname, contact information of the person requesting Alumni information from SACT which include.

The above information will be stored and used by SACT for the purpose of determining successful and unsuccessful candidates through applications as well as communications with regards to the recruitment process of Alumni.

6. PARTICIPATION & RIGHT OF ACCESS TO INFORMATION

Under the legislation of the Protection of Personal Information Act 4 of 2013, you have the right to:

- 6.1.1. Request access to your personal data held. This will allow you access to a copy of personal information and data stored on SACT records and to ensure that we are lawfully processing it.
- 6.1.2. Request the correction of your personal information and data which will enable you to correct any inaccurate or incomplete data and information.
- 6.1.3. Request SACT to erase, deactivate and or object to your personal information being processed or used. Please communicate such a request with the Alumni Relations Manager via e-mail.

7. GENERAL

By submitting information to SACT, irrespective as to how much information has been submitted, you consent to the collection, collation, processing and storing of such information and the use and disclosure of such information in accordance with this policy.