

DELEGATE PRIVACY NOTICE v0

This Delegate Privacy Notice applies to personal information that you provide to Enterprises University of Pretoria (Pty) Ltd ('Enterprises UP') when you register to attend one of our training courses.

1. Definition

Personal information means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to –

- i) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, religion, conscience, belief, culture, language and birth of the person;
- ii) information relating to the education or the medical, financial, criminal or employment history of the person;
- iii) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- iv) the biometric information of the person;
- v) the personal opinions, views or preferences of the person;
- vi) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- vii) the views or opinions of another individual about the person; and
- viii) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

2. We collect personal information that helps us register you as a delegate and communicate with you while you are a delegate. These may include:

- your contact information (e.g. name, home address, telephone number(s), email addresses, emergency contact information, etc.);
- your nationality;
- your ethnic group;
- your gender;
- your background information (e.g. education, qualifications, employment, criminal and credit history);
- your date of birth;
- your ID and driver's licence;
- information relating to any disability you may have;
- medical information (e.g. whether you have any allergies);
- photographs and other visual images of you;
- academic information;
- banking details; and
- biometric information.

- 3. We generate information about you in the form of:**
 - attendance records; and
 - academic records.

- 4. We collect and use your information when:**
 - you pay your course fees;
 - we use your banking details to make payments to you for example should a refund be due to you; and
 - we issue you with a training certificate.

- 5. We process personal information when it is in your legitimate interest to do so:**
 - to protect your health and safety. For instance, we may share your information with the police and security services when there are protests around or on our premises; and
 - when you contact us by email, telephone or social media, we use your information to reply to you and to investigate and resolve your query or request.

- 6. We use information with your consent when:**
 - you subscribe to our electronic communications. You can unsubscribe at any time by following the unsubscribe link at the bottom of the email or by contacting us; and
 - we send our electronic communications to you.

- 7. We are obligated to use your information when:**
 - we produce reports and returns for bodies such as SARS; and
 - we monitor your health, safety and security;

- 8. Third parties and service providers**

We use service providers to help us communicate with you, provide IT services, etc. We have agreements in place to ensure that these service providers keep your personal information confidential and secure and only use it for purposes for which we shared it with them.

- 9. We have taken steps to minimise the impact of a breach.**
 - We have reasonable security measures in place to protect your personal information from loss, misuse, unauthorised access, being altered or being destroyed.
 - We regularly check our systems for vulnerabilities.
 - We will let you know if your personal information has been compromised and will let you know how you can help minimise the impact of the breach.
 - Be aware of how you communicate and rather do not share personal information in an email as it can be intercepted.

- 10. You have the right to know what information we have of you and what we do with that information.**
 - You may ask us about your personal information.
 - You may access your personal information by contacting governance@enterprises.up.ac.za. There may be a time period to respond and we may charge a fee in certain circumstances (*refer PAIA manual*).
 - You may ask that we update or amend your personal information or restrict the use thereof.

- You may ask that we reuse your information for your own purposes across different services.
- Under certain circumstances you may object to the processing of your personal information.
- You have the right to unsubscribe from any electronic communication we send you.

We reserve the right to change this notice at any time. Unless otherwise stated, the current version shall supersede and replace all previous versions of this notice.

Document data

Document owner	CEO
Version	0
Approval date	28/01/2020