INTRODUCTION

This Privacy Notice explains how we obtain, use and disclose your personal information, in compliance with the Protection of Personal Information Act No.4 of 2013 (“POPIA”). This Privacy Notice should be read together with our POPIA Policy.

We are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and responsibly.

This Notice sets out:

- Who we are
- What information we collect
- Categories of data subjects we process
- To whom we disclose your information
- How we safeguard your information
- Your rights to access and correction of information
- Changes to this Privacy Notice
- How to contact us

Who we are

The University of the Western Cape (UWC) is a Higher Education Institution registered and mandated in terms of Act 101 of 1997 to inter alia:

(a) register students for higher education;
(b) take responsibility for the provision and delivery of the curricula;
(c) provide the assessment of students regarding their learning programmes; and
(d) undertake academic research;
(e) confer qualifications.

In order to deliver on its mandate, the University of the Western Cape must collect, process and retain the personal information of data subjects. The University of the Western Cape has a lawful basis to process the personal information presented to it by its various stakeholders.

1. **We collect personal information from various stakeholders including:**
   I. Our students
   II. Our staff
III. Our service providers
IV. Our alumni
V. Visitors to our website
VI. Individuals who sign up for mailing lists and bulletins, request information from us or use our services
VII. Delegates attending our events (meetings, workshops, conferences)

2. **Personal data we routinely collect includes:**
   I. Name
   II. Identity Number/Passport Number
   III. Physical and postal address
   IV. Email address
   V. Telephone number
   VI. Academic results
   VII. Disciplinary records
   VIII. Next of kin details

For our students and employees we may also collect:

   I. Demographic data
   II. Medical data
   III. Diversity monitoring data
   IV. Bank account details
   V. Identity and income tax numbers

For meeting and conferences we may also collect:

   Dietary and access requirements

3. **How we use personal information**

We use your personal information to:

   I. Deliver on our mandate in Higher Education; and
   II. Process your personal information to provide our services;
   III. Comply with applicable legislation.

We will only disclose your personal information:

   I. if the law requires it;
   II. we have a public duty to disclose the information;
   III. our or your legitimate interests require disclosure; or
   IV. you agreed that we may disclose your information.

4. **How we source data**

I. We collect data from you;
II. We do not buy data from third parties.

5. Categories of data subjects we process

The information provided under this section refers to broad categories of information (this list is not exhaustive):

I. Natural persons: names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.

II. Juristic persons / entities: names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.

III. Foreign persons / entities: names; contact details; physical and postal, financial information, addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.

IV. Contracted Service Providers: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.

V. Employees / Potential Personnel / Volunteers / Employees’ family members / Temporary Staff: gender; pregnancy; marital status; race; age; language; education information; financial information; employment history; ID number; next of kin; children’s name, gender, age, school; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; external commercial interests; medical information.

VI. Website end-users / Application end-users: names; electronic identification data; IP address; log-in data; cookies; electronic localization data; cell phone details; GPS data.

6. The lawful purpose for collecting data

We use data to deliver on our statutory mandate to provide Higher Education and ancillary services to students and other stakeholders.

UWC will process your personal data based on either of the following legal grounds:

I. Legitimate interests

UWC’s legitimate interests include the interest to manage its daily operations according to lawful mandate and fair business practices including planning, performing and managing the relationship with students, employees, service providers and visitors. UWC is required to submit formal statutory reports to the Department of Higher and other regulators.

II. Legal obligation

In exceptional cases and only when no other legal ground can be applied, UWC may ask separately for your consent to process your special personal data. If consent is collected, you
are always entitled to withdraw your consent, which will, however, not affect the lawfulness of the processing based on consent before its withdrawal.

7. Undertakings

I. We will only collect personal data for specific purposes linked to our mandate;
II. We will not collect personal data beyond what is necessary to accomplish those purposes;
III. We will not use personal data for purposes other than that for which the data was collected, except as stated herein, or with prior consent;
IV. We will not transfer personal data to third parties or across borders, except as stated herein, or with prior consent;
V. Except when stated herein, we will not store personal data in identifiable form longer than is necessary to accomplish its purpose, or as is required by law.
VI. We will retain all academic records in perpetuity.

8. Third parties

I. We disclose personal information to third parties only where it is required for the provision of the service, or we are required by law to do so, or where the disclosure is in your manifest interests.
II. We require all service providers to agree our privacy policy principles.

9. Transfer across borders

In exceptional cases we may store or transfer your personal information in other countries. If, and where we do so, we will ensure that we that the country has similar or adequate data protection safeguards or require the third party to agree to our privacy principles, associated policies, and practices.

10. Our security practices

I. We will apply high technical standards to make our processing of personal data secure;
II. We will apply our best endeavours to ensure that the data we hold is stored in such a way as to prevent loss, unauthorised destruction and/or access to personal information by third parties.

11. Your rights as an individual

I. You have the right to gain access to the data processed about you.
II. You have the right in certain circumstances to object to the processing of your personal data and to rectify the data processed if relevant.
III. Please note that UWC may not always be obliged to comply with such a request.
12. Breaches and Complaints

I. You must report all suspected breaches of POPIA at popiabreach@uwc.ac.za;
II. If you have a complaint you may report this to the University of the Western Cape at popia@uwc.ac.za
   or
   the Information Regulator at complaints.IR@justice.gov.za or post to: P O Box 31533, Braamfontein 2017.

13. How to contact us

   If you have questions about this Privacy Notice or believe we have not adhered to it, or need further information about our privacy practices or wish to give or withdraw consent, exercise preferences or access or correct your personal information, please contact us by sending an email to popia@uwc.ac.za.

14. Changes to this Privacy Notice

   We may change this Privacy Notice and our Popia policy from time to time by issuing a new version on our website.