

RECORDS MANAGEMENT	Doc No.	TDM/POL/2/2019
PRIVACY POLICY	Version No.	01
	Issue Date	January 2020
	Next Review Date	As and when necessary or January 2021
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Signatories

The signatories hereof, confirm their acceptance of the contents and recommend the adoption thereof:

TITLE	PRIVACY POLICY		
PROCEDURE NO.	TDM/POL/2/2019	VERSION	01
DATE APPROVED	31 January 2020	PAGES	6
EFFECTIVE DATE	31 January 2020	REVIEW DATE	January 2021
INITIATED/ REVIEWED BY	Manager: Training and Document Management	Cloris Ngwenya	
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APPROVED BY	Chairperson: Accounting Authority	Dr. Maria Madiope	
CUSTODIAN OF FRAMEWORK	Chief Executive Officer	Amanda Buzo-Gqoboka	

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TERMS AND DEFINITIONS

TERM	DEFINITION
Act	Protection of Personal Information Act 4 of 2013
Consent	Any voluntary, specific and informed expression of will in terms of which permission is given for the processing of personal information
Data subject	Any person whose personal data is being collected, held or processed
Personal Information	Information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, age, physical or mental health, well-being, disability, religion, belief, culture, language and birth of the person, education, medical, financial, criminal or employment history of the person
Responsible Party	The party who determines the purpose of and means for processing personal information. This decision may be made alone or in conjunction with another party
Stakeholder	A person, group or organisation that has interest or concern in an organisation e.g. learner, intern, bursar, employee, Accounting Authority members, employer etc.
Training Provider	A person or entity who or which provides vocational education and training to young people and adults

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1. INTRODUCTION

The Services SETA is committed to protecting the privacy of personal information and to ensure that when it is collected, it is used properly, lawfully as well as transparently.

2. PURPOSE

The purpose of this policy is to promote the Protection of Personal Information and to ensure that all the stakeholders whose personal information the Services SETA processes is protected. The policy explains how the Services SETA obtains, uses and discloses personal information, in accordance with the requirements of the Protection of Personal Information (POPI) Act No 4 of 2013.

The Services SETA is responsible for the processing and storage of personal information of a number of stakeholders including learners, interns, bursars, training providers, employees and employers. All the stakeholder profiles contain personal information.

It is the policy of the Services SETA to keep a profile on each stakeholder. This policy prescribes that stakeholder information should be kept in line with the Protection of Personal Information Act of 2013 (hereinafter referred to as the 'Act') and all other relevant South African legislation.

3. SCOPE

This policy applies to all stakeholders that the Services SETA processes personal information for including individuals funded by the Services SETA on various learning pathways and interventions, interns, employees and all third parties responsible for training and skills development or who act as lead employers or manage stipends thereby processing personal information of the Services SETA learners. It also applies to those external stakeholders that the Services SETA works with, who have access to personal information of the Services SETA stakeholders.

4. LAWFUL PROCESSING OF PERSONAL INFORMATION

Chapter 3 of POPI provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in the POPI Act.

There are eight Conditions for Lawful Processing contained in the POPI Act No. 4 of 2013 which the Services SETA abides by in the processing of personal information: The Services SETA shall process personal information lawfully to ensure that stakeholder's rights to privacy are not infringed. This includes:

4.1 Accountability - the Services SETA (Responsible Party) has an obligation to ensure that there is compliance with the POPI Act in respect of the Processing of Personal Information. Services SETA will only process personal information where consent of the stakeholders has been sought. This means that the stakeholder needs to complete a CONSENT TO PROCESS PERSONAL INFORMATION Form (POPI Form) or click on the website and indicate that the stakeholder acknowledges and accepts that they will be bound by the terms of use of the POPI Act No. 4 of 2013. Furthermore all contracts with external service providers should ensure compliance with this policy.

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4.2 Processing limitation - Personal Information will be collected directly from a Data Subject to the extent applicable and will only be processed with the consent of the Data Subject and only used for the purposes for which it was obtained.

4.3 Purpose specification - Personal Information will only be processed for the specific purpose for which it was obtained and will not be retained for any longer than it is needed and or as required by law to achieve such purpose.

4.4 Further processing limitation - further processing of Personal Information will be compatible with the initial purpose for which the information was collected.

4.5 Information quality - the Services SETA will endeavour to ensure that Personal Information held is accurate and updated regularly and that the integrity of the information is maintained by appropriate security measures.

4.6 Openness – transparency will be exercised between the Data Subject and the Services SETA.

4.7 Data Subject participation - the Data Subject will be made aware that their information is being processed and must have provided their informed consent to such processing.

4.8 Security safeguards – the Services SETA will take reasonable steps to ensure that adequate safeguards are in place to ensure that Personal Information is being processed responsibly and is not unlawfully accessed.

4.8.1 The following measures will be taken to ensure that stakeholders' personal information is secure and safeguarded. Services SETA will:

- Take appropriate, reasonable technical and organisational measures to prevent unlawful access and processing of personal information;
- Endeavour to identify all reasonably foreseeable internal and external risks to personal information in their possession or under their control and take steps to ensure that personal information is stored and processed securely;
- Perform regular checks to ensure information is secure and securities against new risks that arise are provided for.

5. PERSONAL INFORMATION COLLECTED BY THE SERVICES SETA

The Services SETA collects personal information that includes:

- Full Names, identity numbers and gender
- Medical information in some instances
- Academic information
- Contact details

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6. HOW SERVICES SETA USES YOUR INFORMATION

The Services SETA uses stakeholders' personal information for a variety of administrative and statistical purposes in accordance with agreed protocols.

7. CONTACT

To contact us, please visit the Services SETA website and click on the contact page or link below:
https://www.servicesseta.org.za/page?site=Contact_Us_0