



Thandeka

Empowered Journey, Enriched Community

**THE PROTECTION OF PERSONAL INFORMATION ACT
THANDEKA VOCATIONAL EDUCATION TRUST (PTY) LTD
PRIVACY POLICY AND NOTICE: LEARNERS**

ISSUED BY:

Thandeka Vocational Education Trust (Pty) Ltd

Registration Number: 2008/012975/07

PO Box 412, Maitland, 7404 | 13 Sydow Street, Maitland, 7405

Tel: 021-5102766

Website: www.thandeka.org.za

Information Officer: Natasha Antha

Contact E-mail: Natasha@thandeka.org.za

1. About Thandeka Vocational Education Trust (Pty) Ltd

Established in 2003, Thandeka Vocational Education Trust (Pty) Ltd is an accredited private education and vocational skills development provider, operating nationally, across a range of sectors inclusive of clothing, textiles, general manufacturing and wholesale and retail. We are committed to excellence and integrity through our core guiding principle of continuous improvement. To this end, we ensure that our course curriculum content is relevant and that our facilitation team are subject matter experts with extensive industry related experience.

2. Purpose of the Notice

This notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA") from **learners enrolled on learning programmes through Thandeka Vocational Education Trust (Pty) Ltd.**

At Thandeka Vocational Education Trust (Pty) Ltd and through our website, social media and other communication channels, we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

3. Definition of personal information

As defined in the Protection of Personal Information Act, 2013 "personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. It further includes the following items as personal information:

- All addresses including residential, postal and email addresses.
- Change of name – for which we require copies of the marriage certificate or official change of name document issued by the state department.

4. The information we collect from Learners

We collect and process personal information for the purpose of enrolling you (the learner) on learning programmes offered by our college and to register you (the learner) on the relevant Sector Education and Training Authority's Learner Management Information Systems and the National Learner Record Database.

The information may include any information relating to your (the learner's) biometrics as a technique of personal identification, based on physical / physiological characteristics, including but not limited to

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fingerprinting, DNA analysis, retinal scanning, and voice recording and any other information required as set out above.

5. Categories of Information required from Learners includes (but is not limited to)

CATEGORY	REQUIREMENT	REASON
Full name	Compulsory	Required to confirm the identity of the learner
Identity Number or Passport Number (in the case of non-SA citizens) / Certified copy of Identity Document	Compulsory	Required to confirm the identity of the learner / Legal Status of Non-SA Citizens
Race and Gender	Compulsory	Information is used for reporting on learner's demographical status as required by the relevant Sector Education and Training Authority i.t.o. Skills Development Interventions / Department of Labour i.t.o. Employment Equity Reporting
Physical and/or postal address	Compulsory	Information is used for reporting on learner's geographical location
Cell Phone Number and E-mail Address (where applicable)	Compulsory	If information is not supplied, Thandeka Vocational Education Trust (PTY) Ltd will be unable to contact the learner.
Confirmation of banking details (applicable to unemployed learners receiving stipends)	Voluntary	If information is not supplied, Thandeka Vocational Education Trust (PTY) Ltd will be unable to pay stipends (where applicable) to unemployed learners.
SA Revenue Service Personal Tax Number (applicable to unemployed learners receiving stipends)	Compulsory	Thandeka Vocational Education Trust (PTY) requires this information to report on UIF payments paid in respect of unemployed learners (where applicable)
Information on highest school qualification / Certified copy of highest school leaving certificate / report	Compulsory	Qualifications registered on the National Qualifications Framework have minimum entry requirements. Learners must provide proof that they have met the minimum entry requirements.
Employment Status	Compulsory	Learnership funding is allocated in various categories. The learner's employment status will determine whether the learner is eligible to enter a specific learning programme intervention.
Disability Status	Voluntary	Information your disability status will assist the college to provide adequate support where necessary to ensure your ability to complete your learning programme successfully.
General Health Questions	Voluntary	There are certain risks related to working in a manufacturing environment and disclosing any conditions that could place you at risk, will assist the college to take the necessary preventative actions. Information on chronic health issues will assist the college to provide information to medical personnel in case of a medical emergency.
Contact details of Parent / Guardian	Compulsory	Only applicable to learners under the age of 18.
Curriculum Vitae	Voluntary	Provides additional information to motivate for selection on to a learnership programme
Vaccination Status	Compulsory	Proof of vaccination (vaccination certificate) must be provided to gain access to the college

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6. Sources of information

Personal information is sourced in the following manner:

- We collect personal information from
 - You (the learner) who provides us with your personal details
 - Where possible, we will inform you what information you are required to provide to us and what information is optional.
 - Your employer (the organisation by whom you are employed or have entered an employment contract for the duration of the learnership agreement)
 - The last school you attended

7. How we use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or research purposes. All information will be retained for a minimum period of 5 years as required for statutory reporting purposes.

For example:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorised user for security purposes;
- To register you on our Learner Management System in order to track your progress
- To report to the relevant Sector Education and Training Authority, the South African Qualifications Authority and Quality Council for Trades and Occupations on learner progress, and achievement
- To report to the South African Revenue Service (applicable to unemployed learners receiving stipends)
- To conduct market or customer satisfaction research or for statistical analysis;
- For audit and record keeping purposes;
- In connection with legal proceedings.

8. Disclosure of information

We may disclose your personal information to our employees or contracted individuals who are involved in the facilitation, assessment, and moderation of learning programmes that you are enrolled in. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

a. We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.

9. Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

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Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

10. Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, contact our Information Officer via the contact details provided on page 1 of this document and on our website and specify what information you require. We will need a copy of your ID document to confirm your identity before providing details of your personal information.

You can also request the information via the [Information Regulator](#):

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg.

Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017

E-mail: enquiries@infoeregulator.org.za

Please note that any such access request may be subject to a payment of a legally allowable fee.

11. Correction of your information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate.

12. How to contact us

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on page 1 of this document or on our website.

Please sign and return Learner Declaration on next page.

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LEARNER DECLARATION

I _____, (Learner Full Name) hereby give permission to Thandeka Vocational Education Trust (Pty) Ltd to process my personal information for the purpose stated.

I understand that withholding of or failure to disclose personal information will result in Thandeka Vocational Education Trust (Pty) Ltd being unable to perform its functions and/or any services or benefits I may require from the relevant SETA.

Where I shared personal information of individuals other than myself with Thandeka Vocational Education Trust (Pty) Ltd I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in accordance with this consent provided and I warrant that I am authorized to give this consent on their behalf.

To this end, I indemnify and hold Thandeka Vocational Education Trust (Pty) Ltd harmless in respect of any claims by any other person on whose behalf I have consented, against Thandeka Vocational Education Trust (Pty) Ltd should they claim that I was not so authorised.

I understand that in terms of the Protection of Personal Information Act, 2013 and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to Police matters.

I will not hold Thandeka Vocational Education Trust (Pty) Ltd responsible for any improper or unauthorized use of personal information that is beyond its reasonable control.

The consent to obtain the information specified will remain effective until the purpose for which such consent was provided, falls away.

Learner Signature: _____

Date: _____

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