

Section 18 POPIA Notification to Potential and Existing Students and Parents or Guardians (to be included in all application and registration documents both hardcopy and electronic)

The University of KwaZulu-Natal, located at King George V Ave, Glenwood, Durban, 4041, South Africa (hereinafter referred to as "UKZN" and/or "the University"), is required to process your personal information for any or all of the following reasons:

- to complete your application and/or registration for admission and/or re-admission and/or placement at the University;
- to facilitate your application for residence and/housing (if relevant);
- to facilitate the application process for bursaries for yourself (if relevant);
- to facilitate any internship and/or employment placement opportunities that may be identified by UKZN on your behalf (if relevant);
- to facilitate the process of allowing you access to the various University systems and premises;
- to facilitate the process of providing you with your class test and examination results;
- to communicate with you regarding University activities both for the duration of your study and thereafter;
- to facilitate the graduation process;
- for the various reasons pertaining to your studies and/or attendance of various University activities and/or forums and/or enquiries;
- for statistical purposes;
- for marketing, communication and/or information purposes;
- for soliciting donations;
- as a good governance practice;
- for verification of degree completion, which will include your details being placed on the Alumni database, where after you may be contacted on occasion for information and/or marketing purposes.

The types of information that may be processed (dependent on the reason for processing as stated above) may include your:

- name and surname;
- maiden name (if applicable);
- Image;
- identity number;
- examination number and/or student number (where relevant);
- matriculation certification details and/or results;
- University academic record (if relevant);
- Curriculum vitae (if relevant);
- Postal address;
- Residential address;
- Contact details;
- Next of Kin information;
- Citizenship;
- Gender
- Population group;
- Marital status;
- Home language;
- Details of disabilities (if applicable);
- Details of the secondary school that you attended;
- Parent/guardian information;
- Details pertaining to making payments.

The afore-mentioned information must be provided by yourself and/or your parent/guardian (if you are younger than 18 years of age). The provision of the afore-mentioned information is both a mandatory and a contractual requirement (to fulfil the contractual agreement between the University and yourself should you be accepted into the University for study) and the failure to provide same and/or an objection to use the information may result in your non-acceptance and/or registration at the University as your information is required for the legitimate reasons as mentioned in this document.

Your personal details may also be utilised by the University for marketing and/or communication and/or branding initiatives.

The University may also be bound by legislative requirements (such as those contained in the Higher Education Act 101 of 1997) and/or good governance practices to obtain and/ or retain the information for record keeping and/or statistical purposes.

UKZN will endeavour to ensure that the appropriate security measures are in place and/or implemented, for both electronic and paper based formats used for processing your personal information, to avoid any and all instances of security breaches.

Should a cross border transfer of your information be required, the University undertakes to ensure that the recipient of the information is bound to safe-guard your information in accordance with the requirements of the Protection of Personal Information Act 4 of 2013.

Recipients of your information may include the University, government structures, potential employers and/or research institutions. Where your information is required for the research purposes, the University will endeavour to ensure that same is fully anonymised and de-identified.

You have the right to access and amend your personal information using the relevant University platform and you remain solely responsible for ensuring that your information is correct and up to date at all times. The relevant University platform will be communicated to you once registered and may be amended from time to time. The continuation and completion of the application and/or registration process by yourself is interpreted as your specific and informed expression of will as required by the Protection of Personal Information Act 4 of 2013.

Should you wish to lodge a complaint in this regard, kindly contact the Information Regulator. The contact details are as follows:

Website: <http://www.justice.gov.za/inforeq/>

Address: **The Information Regulator (South Africa)**
SALU Building,
316 Thabo Sehume Street,
PRETORIA

Telephone: 012 406 4818
Fax: 086 500 3351