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Date	30 November 2021



PROTECTION OF PERSONAL INFORMATION POLICY

RESPONSIBILITIES

PRIMARY	SECONDARY
College Principal	Deputy Principals
Manager: Management Information Systems (MIS)	Campus Managers (CM)

OTHER DOCUMENTS EMINATING FROM THIS POLICY

	Title	File Reference
Policy		
Procedures		
Guidelines		
Forms		

College Principal

_____ **28 November 2021** _____
Date

Chairperson of College Council

_____ **28 November 2021** _____
Date

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CONDITIONS OF THE LAWFUL PROCESSING OF PERSONAL INFORMATION

1. ACCOUNTABILITY
2. PROCESSING LIMITATION
3. PURPOSE SPECIFICATION
4. FURTHER PROCESSING LIMITATION
5. INFORMATION QUALITY
6. OPENNESS
7. SECURITY SAFEGAURDS
8. DATA PARTICIPATION

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1. INTRODUCTION

1.1. West Coast Technical Vocational Education and Training (TVET) College (hereafter referred to WCC) is a **public college** situated in the Western Cape. WCC is one of 50 registered and accredited public colleges in South Africa. The college was established under the authority of the Continuing Education and Training Act 16 of 2006 resorting under the Department of Higher Education and Training (TVET Colleges, 2017).

The College is an educational institution responsive to training needs and the skills development of their students. The college offers “vocational” or “occupational” courses with a focus on specific job ranges, entrepreneurial possibilities and employment. The college also responds to the skills demand of the society that they serve by diversifying programme offerings as needed.

1.2. WCC is obliged to comply with The Protection of Personal Information Act (Act 4 of 2013) or the (‘POPIA’).

1.3. POPIA requires WCC to inform stakeholders (Staff and Students) as to how their Personal Information is accessed, protected, used, disclosed and disposed of.

1.4. WCC guarantees its commitment to protecting all stakeholders’ privacy and ensuring that their Personal Information is used appropriately, transparently, securely and in accordance with applicable laws.

1.5. This Policy sets out how WCC will manage stakeholders’ Personal Information and, in addition, the purposes said information is used for. This Policy is made available on our websites and by request from our Management Information System Officer, whose details are provided in this document.

1.6. Section 9 of POPI states that “Personal Information may only be processed if, given the purpose for which it is processed, it is adequate, relevant and not excessive.”

1.7 Good ethical behaviour is emphasized in the WCC Code of Ethics in the Code of Conduct. WCC will continuously evolve and improve in its drive to promote ethics and fight fraud.

1.8 Other relevant legislative reference include: The Promotion of Access to Information Act (Act 2 of 2000) and The Promotion of Access to Information Amended Act (Act 54 of 2002)

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2. THE PERSONAL INFORMATION COLLECTED

2.1. WCC collects and processes stakeholders' Personal Information pertaining to all operational processes. The type of information will depend on the need for which it is collected and will be processed for that purpose only. Whenever possible, we will inform stakeholders' what information they are required to provide us with and what information is optional. Examples of the Personal Information possibly collected include but is not limited to:

- Stakeholders' identity number, name, surname, addresses, postal code and employment details, phone number and email address;
- Description of stakeholders' previous academic records; and
- Any other information required by WCC and Professional Institutes and Regulators in order to provide stakeholders with appropriate information to facilitate Professional Development and assess needs for further development.
- a photograph of a person;
- a video recording of a person, whether CCTV or otherwise, for example, a recording of events in a classroom, at a train station, or at a family barbecue;
- a person's salary, bank account or financial details;
- allegations of wrongdoing against a person or details of wrongdoing or offences they may have committed;
- details about a person's land ownership or disputes to do with their land;
- details about a person's academic records, such as what degree they possess or their candidature for a PhD;
- details about the person's employment;
- the fact that a person is a member, or leader, of an association and their attendance at meetings;
- a person's medical details or health information;
- a person's fingerprints or blood type;
- details about a person's religious or sexual preferences;
- details about a person's membership of a trade union or professional body.
- Personal information includes some information that people may not normally consider to be private. For example:
 - ❖ a work email address or phone number;
 - ❖ opinions given as part of a person's employment;

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- ❖ the fact that a person is the author of a report;
- ❖ a person's name appearing in work documents;
- ❖ a letter written in a person's official capacity, such as a letter from the president of a club.

2.2. For purposes of this Policy, stakeholders' include potential, past and existing employees, students and suppliers'.

3. HOW PERSONAL INFORMATION IS USED

3.1. Stakeholders' Personal Information will only be used for the purpose for which it was collected and intended. This would include:

- Providing products or services to stakeholders for the purposes of developing and facilitating Professional Development and their acquisition of the qualities and skills required.
- Providing information to Professional Institutes and Regulators.
- Providing information to WCC responsible for the payment of stakeholders' fees (invoice payments, salaries, stipends and allowances).
- Enabling WCC to assess stakeholders' further development needs;
- For audit and record keeping purposes;
- In connection with legal proceedings;
- Providing our services to stakeholders' to carry out processes or services requested and to maintain and constantly improve relationships;
- Providing communications in respect of WCC and regulatory matters that may affect stakeholders'; and
- In connection with and to comply with legal and regulatory requirements or when it is otherwise allowed by law.

3.2. According to Section 10 of POPI, Personal Information may only be processed if certain conditions are met for WCC processing the Personal Information. These are listed below:

3.2.1. Stakeholder consents to the processing – consent is obtained from stakeholders' during initial registration, induction, procurement or recruitment processes;

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3.2.2. Processing is necessary – Personal information is required to facilitate the provision of services to stakeholders’;

3.2.3. Processing complies with an obligation imposed by law on WCC;

3.2.4. Processing protects a legitimate interest of the stakeholder – it is in stakeholders’ best interests to have access to full and appropriate services;

3.2.5. Processing is necessary for pursuing the legitimate interests of WCC – in order to provide our stakeholders’ with services; we need certain Personal Information from them.

4. DISCLOSURE OF PERSONAL INFORMATION

4.1. We may share stakeholders’ Personal Information with, and obtain information about stakeholders from third parties for the reasons already discussed in 3.1 and 3.2 above.

4.2. We may also disclose stakeholders’ information where we have a duty or a right to disclose in terms of applicable legislation, the law or where it may be necessary to protect the rights and interests of the institution.

5. SAFEGUARDING STAKEHOLDERS’ INFORMATION

5.1. It is a requirement of POPI to adequately protect the Personal Information we hold and to avoid unauthorised access and use of your Personal Information. We continuously review our security controls and processes to ensure that your Personal Information is secure.

5.2. The following procedures are in place in order to protect your Personal Information:

5.2.1. A third party service provider is mandated to ensure the safeguarding of stakeholders’ Personal Information;

5.2.2. Recommendations made by them are actioned.

5.2.3. The current WCC Management Information Officer is Mr Sulaiman Maeresera, whose details are available below and who is responsible for the encouragement of compliance with the conditions of the lawful processing of Personal Information and other provisions of POPI;

5.2.4. This policy will be introduced throughout WCC and training on this policy and the POPI Act will take place in due course. This will be presented by the Information Management System Officer;

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5.2.5. Employees are required to sign Confidentiality Agreements which are considered annexures to their Employment Contracts;

5.2.6. Archived candidate information is stored at third party providers who are also governed by POPI and with whom WCC has Service Level Agreements;

5.2.7. Hard copy files are stored at secure premises and are destroyed after 3 years;

5.2.8. WCC's internal server hard drives are protected by firewalls;

5.2.9. A Security Incident Management Register will be kept to log any security incidents and to report and manage said incidents. This register will be maintained by the Information Management System (MIS) Officer.

5.2.10. A Procedures Manual will be drafted and implemented to ensure that all employees follow the WCC Procedures to ensure stakeholder information is processed accurately and securely.

5.2.11. Consent to process client information is obtained from stakeholders' (or a person who is authorised by the client to provide the stakeholders' Personal Information) during registration, induction, procurement or recruitment processes.

6. ACCESS AND CORRECTION OF PERSONAL INFORMATION

6.1. Stakeholders' have the right to request access to the Personal Information the institution hold about them.

6.2. Stakeholders' also have the right to ask the institution to update, correct or delete their Personal Information on reasonable grounds.

6.3. Once a stakeholder objects to the processing of their Personal Information, WCC may no longer process said Personal Information.

6.4. The details of our Management Information Officer and College Principal are as follows:

6.4.1. Management Information System Officer Details:

6.4.1.1. Name: Mr Sulaiman Maeresera

6.4.1.2. Telephone Number: 022 482 1143

6.4.1.3. Address: 2 Loedolf Street, Malmesbury, 7299

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6.4.1.4. E-Mail Address: smaeresera@westcoastcollege.co.za

6.4.2. College Principal details:

6.4.2.1. Name: Mr Lungisa Mbulawa

6.4.2.2. Telephone Number: 022 482 1143

6.4.2.3. Address: 2 Loedolf Street, Malmesbury, 7299

6.4.2.4. E-Mail Address: Imbulawa@westcoastcollege.co.za

6.4.2.5. Website: www.westcoastcollege.co.za

7. AMENDMENTS TO THIS POLICY

7.1. Amendments to this Policy will take place as deemed necessary or at least once a year.

7.2. Stakeholders' are advised to check our websites periodically to inform themselves of any changes.

7.3. Where material changes take place stakeholders' will be notified directly.
