



04 January 2022

## **A PRIVACY NOTICE FOR UCT STUDENTS**

You are at the heart of everything we do. That is why we have created this privacy notice to help you understand how we collect, use, and protect your personal information. This privacy notice will help you understand how we do that. This notice may change, and we will update the date at the top of this page if it does.

If you are younger than 18, please share this notice with your parent or guardian.

### **1. YOUR RIGHTS AND PREFERENCES**

You have the right to:

- ask what we know about you;
- ask what personal information we sent to our suppliers, service providers, or anyone else;
- ask us to update, correct or delete any out-of-date or incorrect personal information we have about you;
- unsubscribe from marketing;
- object to our use of your personal information;
- ask that a person review certain automated decisions that we make about you, express your point of view about those decisions, and ask us to explain the decision;
- complain to the [Information Regulator](#).

It can take us up to 21 days to respond to your request because there are procedures that we need to follow. In some instances, we may ask you for proof of your identity or a valid proof of residence.



## 2. INFORMATION WE COLLECT AND USE

When you apply to study at UCT, we collect information about:

 <p><b>Who you are</b></p> <p>like your name, address, date of birth, nationality, race and gender, identity document, home language, passport, study permit, permanent residence.</p>	<p>We use this information to make decisions about your application, for internal planning purposes, to obtain funding and subsidies from government. We also need to verify some of the information you share with us, and we may use third-party service providers to help us. We use applicants' and students' information to create an institutional profile for obtaining funding from government. We report to schools about applicants.</p>
 <p><b>How to reach you</b></p> <p>like telephone number(s) and email address.</p>	<p>We use this information to stay in touch with you and send you important information.</p>
 <p><b>How we might assist you</b></p> <p>like your disability information.</p>	<p>We use this information to determine whether you need support for a disability.</p>
 <p><b>What your background is</b></p> <p>like education and employment history.</p>	<p>And, finally, there are some things we ask to help us get to know you better before we decide to admit you.</p>



**If you are accepted as a student and use our facilities, we collect and use information to:**

 <p><b>Manage our relationship</b></p> <p>We collect and use information like banking details, dietary requirements and participation in sports and cultural activities</p>	<p>There is information we need to ensure that we can deliver the services you signed up for. For example, we need to communicate with you, bill you, provide catering in residences and to process applications for a deferment or leave of absence.</p>
 <p><b>Ensure your safety and security</b></p> <p>We collect information like biometric information and emergency contact information</p>	<p>We use this information to keep our staff and students safe. For example, we collect biometric information (like fingerprints) to give you access to the buildings on campus, and we monitor our campus with CCTV cameras. If there are security incidents such as suspected theft, assault or fraud, we share information with the police.</p>
 <p><b>Report to funders and the government</b></p> <p>We report on things like how many students we have, what our student profile is like, how our students are doing academically.</p>	<p>We use this information because we are legally required to submit these reports. And submitting them helps ensure that we receive funding and can continue delivering our services.</p>



 <p><b>To market to our students</b> If you have signed up for any marketing, we will use your contact details to send you information.</p>	<p>You can opt out at any time.</p>
 <p><b>To market to the rest of the world</b> We may take pictures at events and use them in our marketing. We will get your consent to use individual pictures.</p>	<p>You can object to the use of your picture at any time.</p>

### 3. INFORMATION WE GENERATE

We generate information about you in the form of records of:

- your disadvantage factor, for South African undergraduate applicants;
- your redress category, for all South African applicants;
- access to our facilities;
- how you perform academically;
- appeals and disciplinary matters; and
- reports about student applications.



#### 4. HOW WE SHARE YOUR INFORMATION

We will only share your personal information with others if it is necessary to manage our relationship with you or to ensure that our business runs smoothly. We only share the information that the service provider needs – nothing more.

We may share your information with service providers to help us:

- communicate with you;
- manage academic transcripts, events, career and other services;
- verify your qualifications;
- monitor the effectiveness of our services;
- manage operations, for e.g., accountants, auditors and professional advisors; and
- manage our buildings and facilities

Whether our service providers are in South Africa or other countries, they must agree to keep your information as safe and confidential as we do. And they may only use it for the reason we share it with them. We make sure that we have the necessary contracts in place before we share your information.

#### 5. WE DON'T HOARD YOUR INFORMATION

We will not keep your information for longer than we need to for business reasons or longer than the law requires.

#### 6. WE DO OUR BEST TO KEEP YOUR INFORMATION SECURE

We have reasonable security measures in place to protect personal information from:

- being lost
- being used in the wrong way or for the wrong reason
- being accessed without permission
- being changed
- being destroyed

If any of these things happen, it is called a **breach**.

The more sensitive the information is, the better we protect it. Although we cannot guarantee that we will never experience a breach, we check our systems regularly for security issues. If something should happen, we have taken steps to minimise the threat to your privacy. We will let you know if anything has happened to your personal information. We will also let you know what you can do to minimise the impact of the breach. If you suspect that we (or you) have had a security breach, please let us know immediately by sending an email to [uctcsirt@uct.ac.za](mailto:uctcsirt@uct.ac.za). Please include as much information as you can about what may have happened.



## 7. CONTACT US

If you have any questions about this notice, please email us at [popia@uct.ac.za](mailto:popia@uct.ac.za).  
You can contact our Information Officer at:

Email	<a href="mailto:popia@uct.ac.za">popia@uct.ac.za</a>
Address	Woolsack Drive Rondebosch Cape Town 7701