



Statement on Personal Information

Legal basis

I understand that the South African Constitution recognises my right to privacy as a fundamental right. The Protection of Personal Information Act, 2013 protects me from harm by protecting my personal information. There are also other laws with this aim. You are a public higher education institution and when you deal with me, you are performing public functions in terms of the Higher Education Act, 1997. This means that I need to give you some of my personal information when I apply to study at the University of Johannesburg and when I register as a student. You use this information to carry out your mission as a public university to provide teaching and learning, conduct research and engage with communities.

Aim of this statement

This statement tells me about my rights to my personal information. It also tells me about your rights to the personal information that I give you and that you get from others. The statement deals with my rights as well as your rights when I apply for admission to an academic programme, when I register as a student and when I am no longer registered at the University.

What is personal information?

Personal information is any information that can identify me as an individual. Examples of personal information are my name, personal identification number, contact information, background information, photograph, academic qualifications, details of academic performance and results from educational institutions that I attend at present or attended in the past. It may also include my National Benchmark scores.

The basis on which I provide you with personal information and you obtain personal information about me

I give you my personal information with my consent. If I am under the age of 18 years, the law treats me as a minor. You then also need the consent of the person who may legally consent to actions or decisions concerning me. So I promise that I would submit my application and register as a student with such consent, if it is needed.

I give you my personal information voluntarily. I understand that you must have my personal information to process my application and to provide education to me when I register as a student. I also understand that you cannot deal with my application or provide education to me if I do not give you the personal information you need.

I also consent that you may obtain personal information that you need to consider my application and to provide education to me from others (for example, the Department of Basic Education, other educational institutions and the department of Home Affairs). When you obtain information from others, you will need to provide them with some of my personal information. I consent and agree to this.

Your purposes for processing my personal information

- You need to consider my personal information when you determine whether I meet the selection and admission requirements to study at your University.
- When I register as a student, you need my personal information to provide education to me and carry out the academic administration relating to the programme for which I register. You use electronic learning platforms to provide a range of learning options. This may include from time to time platforms like Blackboard Collaborate, Zoom, Microsoft Teams, YouTube and WhatsApp. Since it is voluntary for me to share video, audio and text on these platforms, the privacy risk for me is limited. You collect analysis data when I use these platforms to improve your services to students and in the interest of my academic progress and support.
- When I graduate, you need my personal information to keep in contact with me as an alumnus and to verify that I have obtained the qualifications or have undertaken the studies that I represent to others I have obtained from you or undertaken with you.
- You need my personal information when your records are audited and when you carry out your statutory reporting duties.

Right to information and access

- I have the right that you provide me with information about my personal information that you process. This statement provides me with the information I am entitled to receive.
- I may ask you to tell me whether you have personal information about me. You have to answer me free of charge.

Right to object

I may object or protest that you process my personal information. You have to do what I ask. However, that will end my application and you may then not be able to provide education to me.

Right to destroy, correct, delete or update

I may ask you to destroy, correct, delete or update my personal information. I must do so by filling in Form 2 that I can find in the Regulations relating to the Protection of Personal Information, 2018. You have to do what I ask, unless the law requires you to keep the information that you have. There may also be another justifiable reason for you to keep the information. I understand that if I ask you to delete or destroy my personal information, you will no longer have the information that you need to deal with my application or to provide education to me. If this happens, it will end my application or you may not be able to provide education to me.

Right to complain

I have the right to complain to the Information Regulator if I am of the view that you violate my rights regarding my personal information. The email address for lodging complaints is complaints.IR@justice.gov.za. I can visit the website of the Information Regulator (www.justice.gov.za/inforeg) for further contact details of the Information Regulator and information regarding complaints.

Specific instances where you share my personal information with others

- You share my personal information when the law requires you to do so, for example for purposes of the national learner database maintained by the Department of Higher Education.
- You share my personal information when it is in the interest of my academic progress or support, for example in communication with my parents, guardians or bursary sponsors.
- You share my name and contact details with your Alumni Office and to potential employers when employment opportunities arise.

How long do you keep my personal information?

You will generally retain my personal information in accordance with your archive rules. But I understand that since the aim of my studies will be to obtain a qualification from a public university that will benefit me for life, you need to retain certain of my personal information indefinitely.

Information Officer

Queries regarding the above may be directed to the Director of Corporate Governance, Ms Lee-Anne Govender on lee-anneg@uj.ac.za

Other instruments

- Further to the above, I understand that my personal information is also protected in terms of section 50 of the Electronic Communications and Transactions Act, 2002 (ECT Act). In terms of section 51 of the ECT Act, I hereby provide my express written permission to you for the collection, collation, processing and/or disclosure of any of my personal information as may be required, without prejudice to other legal grounds upon which you are permitted or required to do so.
- The Student Agreement that I conclude with you when I register, contains contractual terms relating to processing of personal information.