



The University of Johannesburg Privacy Notice

1. Introduction

At the University of Johannesburg (“UJ”, “we”, “us”, “our”) one of our main priorities is the privacy of our staff, students, suppliers, and visitors.

This Privacy Notice sets out the roles and responsibilities that UJ has when it we process your personal information as well as the rights which you have as a data subject. In summary:

- We use your personal information to manage our organisation (including marketing communications, where you have requested them), provide an education to students, recruit new staff, comply with our legal obligations, and improve and monitor the performance of our digital platforms
- We may add your personal information to our contacts database which we manage, and which may be used by our departments
- We take steps to minimise the amount of personal information which we hold about you and to keep it secure
- We have measures in place to safeguard your personal information when we transfer it outside of South Africa
- We delete your personal information when we no longer need it, and we have policies in place to govern when that is
- You have a number of rights in relation to your personal information
- We are happy to answer your questions about any of the above – you can submit queries regarding our treatment of your personal information via the UJ website accessible from <https://www.uj.ac.za> (the “website”).

For further details about how we process your personal information you can read the appropriate section of this Privacy Notice below:

2. About this Privacy Notice

UJ collects, stores, uses, and protects personal information that can be associated with any of its stakeholders (data subjects), whether natural or legal persons, and which can be used to identify you or that person. UJ must collect and process applicable personal information about you when you engage with us. This enables us to manage our relationship with you and run the relevant university operations.

This Privacy Notice sets what type of personal information we collect from you when:

- you are a student, prospective student, recipient of UJ’s services someone who has signed up to receive marketing communications from UJ, member of the public, donor, sponsor, or are just browsing UJ’s website.
- you are applying (or enquiring) to become an employee, staff member, contractor, consultant, temporary or agency worker at UJ.
- someone else (such as an UJ Alumni, supplier, or press contact).



This Privacy Notice also applies to personal information which we collect from you when you visit UJ's website and utilise our online activities.

We reserve the right to change this Privacy Notice from time to time. If we make changes to this Privacy Notice, we will provide the updated Privacy Note on the website. If you want to make sure that you are up to date with the latest changes, we advise that you frequently visit the website and this page.

It is important that you read this Privacy Notice, together with any other notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

3. Conditions for Lawful Processing

We, as a responsible party in terms of the Protection of Personal Information Act, 2013 (“**POPIA**”), will adhere to and comply with the requirements relating to the lawful processing of personal information. Accordingly, when we collect and process your personal information we will do so in accordance with the following conditions:

- **Accountability** – we will remain responsible for ensuring that your personal information is collected and processed in accordance with POPIA.
- **Processing Limitation** – we will process your personal information in a reasonable manner which is adequate, relevant, and not excessive and which does not infringe on your privacy.
- **Purpose Specification** – we will only collect your personal information for a specific, explicitly defined, and lawful purpose. We will not retain records of your personal information for longer than it is necessary for us to achieve the purpose for which it was collected.
- **Further Processing Limitation** – further processing of your personal information must be compatible with the purpose for which that personal information was initially collected.
- **Information Quality** – we will take reasonable steps to ensure that your personal information which we process is complete, accurate, not misleading, and updated where necessary.
- **Openness** – we will maintain records of our processing operations and we will use reasonable efforts to notify you when we collect your personal information.
- **Security Safeguards** – we will ensure that we, and anyone who processes your personal information on our behalf, maintains the integrity and confidentiality of your personal information.
- **Data Subject Participation** – you are entitled to request records of your personal information which we hold, and to ask us to update, correct, or, some cases, destroy your personal information which we hold.



4. What Are My Rights?

Under POPIA, you have the following rights, which we will always work to uphold:

- to be informed about our collection and use of your personal information, as well as what records of your personal information we have. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions;
- to request access to and the right to rectify, correct, or delete, the personal information which has been collected about you;
- to object to the processing of your personal information at any time; and
- to lodge a complaint with the Information Regulator if you believe that we have violated any of your rights. You can contact the Information Regulator at POPIAComplaints@inforegulator.org.za

5. What Personal Information Do We Collect and Why?

Who are you?

I am...

...a student, prospective student, recipient of UJ's services someone who has signed up to receive marketing communications from UJ, member of the public, or are just browsing UJ's website

- What types of personal information do we collect and where do we get it from?

The personal information we process about you broadly falls into five main categories: (i) Contact Information; (ii) Identity and Other Regulatory Information; (iii) Billing Information; (iv) Marketing Preferences; and (v) Browsing and Device Usage Information.

We collect your personal information from various sources. The table below sets out the different types of personal information that we collect and the sources we collect it from.

Category	Types of personal information	Collected from
Contact Information	<ul style="list-style-type: none"> • Name • Address • Telephone number • Place of work, job title and organisation contact information (if applicable) 	<ul style="list-style-type: none"> • You • Publicly available resources
Identity and Other Regulatory Information	<ul style="list-style-type: none"> • Date of birth • Identification information (e.g. passport, utility bill and/or bank statement) 	<ul style="list-style-type: none"> • You • Third party systems used for our regulatory checks

	<ul style="list-style-type: none"> Academic information (e.g. matric results and previous academic transcripts) 	
Billing Information	<ul style="list-style-type: none"> Details relating to your account or enquiries, including account related communications with you Information about other people (e.g. your parents and/or guardians) that you share with us in connection with your account Your billing, payment, and banking details 	<ul style="list-style-type: none"> You Advisors and other third parties
Marketing Preferences	<ul style="list-style-type: none"> Marketing communications preferences Your interests and preferences which you have provided us with 	<ul style="list-style-type: none"> You Publicly available information from online resources such as LinkedIn
Browsing and Device Usage Information	<ul style="list-style-type: none"> Information automatically generated through your use of our websites and other digital platforms IP address 	<ul style="list-style-type: none"> You and your use of our digital platforms

Please note that if you do not provide us with your Contact Information we may not be able to provide you with any information you request, and if you do not provide us with your Contact Information, Identity and Other Regulatory Information or certain Billing Information, we may not be able to assist you.

• **What do we do with your personal information, and why?**

We use your personal information for a few different purposes. We will ensure that we always have a lawful basis (i.e. a reason prescribed by law) for processing your personal information, such as where you have given your consent, where the processing is necessary for the performance of our obligations to you under a contract, where we are required by law to process your information, or where the processing is necessary for pursuing our legitimate interests or protecting your legitimate interests.

With your permission and/or where permitted by law, we will use your personal information for marketing purposes, which may include contacting you by email and/or telephone with information, news and offers on our services, courses and university life. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under applicable, and you will always have the opportunity to opt-out.

We will only use your personal information for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal information for that purpose.

The purposes applicable to you will vary according to the relevant holder of your personal information. For some processing activities, we consider that more than one lawful basis may be relevant – depending on the circumstances.

We may also process certain special categories of personal information, such as information concerning your religious or philosophical beliefs, race, health or sex life, or personal information of minors, which require a higher standard of protection under applicable laws. For these special categories of personal information, different lawful bases apply. The purposes applicable to you will vary according to the relevant holder of your personal information. For some processing activities, we consider that more than one lawful basis may be relevant – depending on the circumstances. We also have policies in place explaining our procedures for ensuring compliance with applicable laws in connection with the processing of special categories of personal information.

- **Purposes for processing personal information**

Purposes of processing	Lawful basis			
	Your consent	To perform a contract with you	To comply with a legal obligation	For our legitimate interests
Providing Educational and Related Services				
Responding to your enquiries		✓	✓	✓ (It is important that we can respond to your enquiries)
Establishing you as a student or prospective student on our systems		✓		
Providing you with educational material, training and items necessary to your studies that you may have requested from us		✓		
Producing reports and narratives to cover how we have spent our time in relation to your engagement with us		✓	✓	✓ (We need to be able to properly record and account for our activities as part of our general business planning and management)

Taking payment from you in respect of our services		✓		
Sending you electronic direct marketing communications	✓			
Analysing how our electronic marketing communications are used by you (including whether you open them and click through to access their contents)				✓ (We need this information to ensure we are providing you with information that you are interested in)
Conducting surveys for benchmarking, continuous improvement and marketing purposes	✓			✓ (We need to collect your feedback in relation to our activities, in order to resolve any problems or complaints and improve and innovate)
For our general record-keeping and relationship management		✓	✓	✓ (As a university, we need to store student related files so we can refer to them)
Managing our relationship with you and resolving any complaints from or disputes with you		✓		✓ (We need to be able to try and maintain our position of being a high quality university and to resolve any complaint or dispute you might raise with us)
Managing and administering the user accounts and profiles you have with us, collecting information about how you use them and your preferences and tailoring and improving our offerings accordingly	✓			✓ (We need to tailor our offerings in accordance with feedback and preferences)
Legal and Regulatory Compliance and Reporting				
Performing identity, financial and credit searches,			✓	

screening and checks against third party sources for identity verification, anti-fraud, and demographic reporting purposes				
Monitoring our systems and processes to identify, record and prevent fraudulent, criminal and/or otherwise illegal activity			✓	(We need to be able to monitor our systems in this way to help protect them, us and you from illegal activity)
Complying with instructions, orders and requests from law enforcement agencies, any court or otherwise as required by law			✓	
Complying with our general regulatory and statutory obligations (including our responsibilities under codes of conduct and anti-bribery laws)			✓	
General Business Requirements				
Managing, planning and delivering our business and marketing strategies				(As a high quality university, we need to implement effective business development and marketing strategies)
Purchasing, maintaining, and claiming against our insurance policies			✓	(It is in our interests to protect our business against specified losses)
Training our staff			✓	(Sometimes, it is appropriate for us to use your personal information so that we can provide our staff with training to manage risk and improve the quality of our interactions)

Continuously reviewing and improving our offerings (including by seeking and obtaining your feedback) and developing new ones				<p style="text-align: center;">✓</p> <p>(We have a legitimate interest in making sure that we are continuously improving our offerings)</p>
Obtaining legal advice, establishing, defending and enforcing our legal rights and obligations in connection with, any legal proceedings (including prospective legal proceedings)				<p style="text-align: center;">✓</p> <p>(We must be able to establish and defend our legal rights and understand our obligations, and seek legal advice in connection with them)</p>
Monitoring and producing statistical information regarding the use of our platforms, and analysing and improving their functionality				<p style="text-align: center;">✓</p> <p>(We need to perform this routine monitoring to make sure our platforms work properly, analyse how they are used and improve them)</p>
Maintaining the security and integrity of our systems, platforms, premises and communications (and detecting and preventing actual or potential threats to the same)		✓		<p style="text-align: center;">✓</p> <p>(We need to make sure that our organisational processes are secure)</p>

- Purposes for processing special categories of personal information**

Purposes of processing	Special category lawful basis We are permitted to process your personal information because...		
	You or your guardian have given your explicit consent to the processing	It is necessary for the establishment, exercise or defence of a right or obligation in law	It is necessary for historical, statistical or research purposes, and the purpose serves a public interest and it is not possible or reasonable to get your consent
Providing you with	<p>✓</p> <p>(for your dietary and access</p>	<p>✓</p> <p>(in case of accidents</p>	

accommodation and dining options	requirements)	or emergencies)	
Enrolling you as a student and providing our service offerings to you	✓	✓	✓
Investigating, evaluating, demonstrating, monitoring, improving and reporting on our compliance with relevant legal and regulatory requirements		✓	✓
Complying with (or assisting others' compliance with) regulatory requirements involving steps being taken to establish the existence of any unlawful act, dishonesty, malpractice or other seriously improper conduct		✓	✓
Complying with our general regulatory and statutory obligations		✓	✓
Responding to		✓	✓



binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities or sharing information (on a voluntary basis) with the same			
Obtaining legal advice, establishing, defending and enforcing our legal rights and obligations in connection with, any legal proceedings (including prospective legal proceedings)		✓	✓

...you are applying (or enquiring) to become an employee, staff member, contractor, consultant, temporary or agency worker at UJ

- What types of personal information do we collect and where do we get it from?**

We collect many different types of personal information about you for lots of reasons. We cannot administer your application without your personal information. Where we don't need your personal information, we will make this clear, for instance we will explain if any data fields in our application forms are optional and can be left blank.

We collect your personal information from you directly and sometimes we obtain it from other people and organisations, including some public sources, such as publicly available directories and online resources, your emergency contacts, your use of UJ provided assets, systems and platforms, your line manager and co-workers, your dependants and beneficiaries, and third party benefits providers.

If any of the personal information you have given to us changes, such as your contact details, please inform us without delay.

The table below sets out the different types of personal information that we collect and the sources we collect it from.

Category	Types of personal information	Collected from
Contact Information	<ul style="list-style-type: none"> • Name • Address • Telephone number • Place of work, job title and organisation contact information (if applicable) 	<ul style="list-style-type: none"> • You • Publicly available resources
Personal Information	<ul style="list-style-type: none"> • Date of birth • Gender • Next of kin or other dependants • Marital or relationship status • Lifestyle and social circumstances • Emergency contact information • If successful: Previous and offered salary, compensation and other benefits, bank account details 	<ul style="list-style-type: none"> • You • Recruitment agencies • Previous Employers
Identity and Background Information	<ul style="list-style-type: none"> • LinkedIn profile and other available professional background information about you online • Career history, experience, and skills • Passport information • Driving licence information • Psychometric test results • Residency and/or other visa information (where unrelated to your race or ethnicity) • Curriculum Vitae (CV) or resume • Details of education, qualifications, results and certificates and other evidence of the same • Image or photographs • Application form • Evaluative notes and decisions from job interviews • Preferences relating to job location and salary • Conflicts of interests (including where related to family networks) • Background checks relating to credit history and criminal records (see also special personal information below) 	<ul style="list-style-type: none"> • You • Recruitment agencies • Previous Employers • Publicly Available Information from Online Resources

<p>Special Personal Information</p>	<ul style="list-style-type: none"> • Racial or ethnic origin (including your nationality and visa information) • Political opinions • Religious or philosophical beliefs • Trade union membership • Data concerning physical and/or mental health (including occupational health requirements, accident reports, day-to-day health concerns such as diabetes or epilepsy conditions which we should be aware of, dietary requirements, allergies, drug and alcohol test results and reasons for any short term or long-term absence) • Sexual orientation • Information relating to actual or suspected criminal convictions and offences 	<ul style="list-style-type: none"> • You • Your emergency contact(s) • Your use of UJ security control systems • Third parties such as SAPS
<p>Recruitment Administration, Job Performance, and Grievance Information</p>	<ul style="list-style-type: none"> • Offered terms and conditions of employment • Working preferences and feedback in relation to UJ and our staff • Interview notes and associated feedback • Complaints, grievance and employment tribunal information 	<ul style="list-style-type: none"> • You • Tribunal or committee findings
<p>Systems and Platform Usage and Communications Information</p>	<ul style="list-style-type: none"> • User IDs and password information • IP addresses and device identifiers • Relevant records of calls, telephone/video interviews, messages and/or internet or other data traffic and communications • Access logs and usage records from application systems and other UJ provided applications and technologies 	<ul style="list-style-type: none"> • You • Your use of UJ's assets, systems and platforms
<p>Security, Location and Access Information</p>	<ul style="list-style-type: none"> • Information captured or recorded by electronic card access systems, CCTV and other security control systems 	<ul style="list-style-type: none"> • You • Your use of UJ's assets, systems and platforms

• **What do we do with your personal information, and why?**

We use your personal information for a few different purposes in connection with your application



or engagement with us, and in connection with the management and administration of recruitment activities and strategies.

We will ensure that we always have a lawful basis (i.e. a reason prescribed by law) for processing your personal information, such as where you have given your consent, where the processing is necessary for the performance of our obligations to you under a contract, where we are required by law to process your information, or where the processing is necessary for pursuing our legitimate interests or protecting your legitimate interests.

We will only use your personal information for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal information for that purpose.

We may also process certain special categories of personal information, such as information concerning your religious or philosophical beliefs, race, health or sex life, or personal information of minors, which require a higher standard of protection under applicable laws. For these special categories of personal information, different lawful bases apply.

The purposes applicable to you will vary according to the relevant holder of your personal information. For some processing activities, we consider that more than one lawful basis may be relevant – depending on the circumstances.

We also have policies in place explaining our procedures for ensuring compliance with applicable laws in connection with the processing of special categories of personal information.

- **Purposes for processing personal information**

Purposes of processing	Lawful basis			
	Your consent	To perform a contract with you	To comply with a legal obligation	For our legitimate interests
New Joiner Activities				
Developing, operating and collecting feedback on recruitment activities and employee selection processes				✓
Administering your application for a job with us and considering your suitability for the relevant role				✓
Obtaining, considering and verifying your employment				✓

references and employment history				
Reviewing and confirming your right to work			✓	
Conducting verification and vetting, including criminal background checks and credit checks where required by law			✓	
Conducting background checks, credit checks, verification and vetting which are not required by law but needed by us to assess your suitability for your role	✓			✓
Making a job offer to you and entering into a contract of employment with you		✓		✓
Identifying and assessing our strategic business direction, resourcing needs and areas for development				✓
Analysing recruitment and retention objectives, processes and employee turnover rates				✓
Communicating with you and providing you with information in connection with your application or engagement with us from time to time		✓		✓
General staff administration, including workforce management and facilities operations				✓

Managing our health and safety compliance obligations			✓	
Determining whether any adjustments are necessary to enable you to carry out a role		✓	✓	
Considering your suitability for existing and future vacancies				✓
Handling grievances and complaints, including investigating issues, considering appropriate resolution and mitigating actions and reviewing outcomes			✓	✓
Security and Governance				
Monitoring the security of UJ's physical premises and systems, networks and applications			✓	✓
Identifying and authenticating applicants and other individuals				✓
Identifying, investigating and mitigating suspected misuse of UJ's assets, systems and platforms			✓	✓
Ensuring compliance with UJ policies and procedures				✓
Legal and Regulatory Compliance and Responsibilities				
Managing and administering our employment equity and			✓	

related reporting				
Responding to binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities			✓	
Responding to non-binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities				✓
Complying with disclosure orders arising in legal proceedings			✓	
Investigating, evaluating, demonstrating, monitoring, improving, reporting on, and meeting UJ's compliance with relevant legal and regulatory requirements			✓	
Investigating, evaluating, demonstrating, monitoring, improving, reporting on, and meeting UJ's compliance with best practice and good governance responsibilities				✓
UJ's Business Operations				
Implementing, adapting and enhancing systems and processes to develop or improve our business and/or our recruitment process				✓
Managing, planning and delivering events, projects and initiatives in connection				✓

with our other strategies (for example arranging group conferences)				
Supporting our diversity programmes and targets	✓		✓	
Supporting, updating and maintaining our technology infrastructure		✓		✓
Analysing recruitment-related objectives and results				✓
Collecting feedback in relation to our recruitment and HR activities and processes for continuous improvement purposes				✓

- **Purposes for processing special categories of personal information**

Purposes of processing	Special category lawful basis We are permitted to process your personal information because...		
	You or your guardian have given your explicit consent to the processing	It is necessary for the establishment, exercise or defence of a right or obligation in law	It is necessary for historical, statistical or research purposes, and the purpose serves a public interest and it is not possible or reasonable to get your consent
Recruitment and workforce planning			
Conducting verification and vetting, including criminal background checks and credit checks where required by law		✓	

Conducting background checks, verification and vetting which are not required by law but needed by us to assess your suitability for your role	✓		
General application management and administration			
Managing our health and safety compliance obligations		✓	
Determining whether any adjustments are necessary to enable you to carry out a role		✓	
Security and governance			
Identifying and authenticating Applicants and other individuals	✓		
Identifying, investigating and mitigating suspected misuse of our assets, systems and platform		✓	
Legal and regulatory compliance and responsibilities			
Managing and administering our equal opportunities reporting		✓	✓
Responding to binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities or sharing information (on a voluntary basis) with the same		✓	
Responding to non-binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement	✓		

bodies and authorities				
Complying with disclosure orders arising in legal proceedings		✓		
Investigating, evaluating, demonstrating, monitoring, improving and reporting on our compliance with relevant legal and regulatory requirements		✓		
Investigating, evaluating, demonstrating, monitoring, improving, reporting on and meeting our compliance with best practice and good governance responsibilities	✓	✓		

Where our processing is based on your consent, **you can withdraw your consent** at any time. If you do this, it won't impact any processing we've done prior to that date. However, if you fail to provide your personal information, or your consent to us to process your personal information in certain instances, this may affect our ability to perform our obligations to you or due in law and may further impact our ability to enter into a contract of employment or engagement with you.

...someone else (such as an UJ Alumni, supplier, or press contact)

- **What types of personal information do we collect and where do we get it from?**

The personal information we process about you broadly falls into four main categories: (i) Contact Information; (ii) Identity and Other Regulatory Information; (iii) Request Information; and (iv) Browsing and Device Usage Information.

We collect your personal information from various sources. The table below sets out the different types of personal information that we collect and the sources we collect it from.

Category	Types of personal information	Collected from
Contact Information	<ul style="list-style-type: none"> • Name • Address • Telephone number • Organisation details (e.g. your place of work, job title and organisation contact information) 	<ul style="list-style-type: none"> • Our clients • You • Publicly available resources such as

		LinkedIn and Google
Identity and Other Regulatory Information	<ul style="list-style-type: none"> • Date of birth • Identification information (e.g. passport, utility bill and/or bank statement) 	<ul style="list-style-type: none"> • You • Third party systems used for our regulatory checks
Request Information	<ul style="list-style-type: none"> • Details relating to your request or contact with us, enquiries and other dealings with us communications with you) 	<ul style="list-style-type: none"> • You • Third parties
Browsing and Device Usage Information	<ul style="list-style-type: none"> • Information automatically generated through your use of our websites and other digital platforms • IP address 	<ul style="list-style-type: none"> • You and your use of our digital platforms

Please note that if you do not provide us with your Contact Information we may not be able to provide you with any information you request, and if you do not provide us with your Contact Information, Identity and Other Regulatory Information, we may not be able to assist you.

- **What do we do with your personal information, and why?**

We use your personal information for a few different purposes. We will ensure that we always have a lawful basis (i.e. a reason prescribed by law) for processing your personal information, such as where you have given your consent, where the processing is necessary for the performance of our obligations to you under a contract, where we are required by law to process your information, or where the processing is necessary for pursuing our legitimate interests or protecting your legitimate interests.

We will only use your personal information for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal information for that purpose.

The purposes applicable to you will vary according to the relevant holder of your personal information. For some processing activities, we consider that more than one lawful basis may be relevant – depending on the circumstances.

We may also process certain special categories of personal information, such as information concerning your race, health or sex life, or personal information of minors, which require a higher standard of protection under applicable laws. For these special categories of personal information, different lawful bases apply. The purposes applicable to you will vary according to the relevant holder of your personal information. For some processing activities, we consider that more than

one lawful basis may be relevant – depending on the circumstances. We also have policies in place explaining our procedures for ensuring compliance with applicable laws in connection with the processing of special categories of personal information.

- **Purposes for processing personal information**

Purposes of processing	Lawful basis			
	Your consent	To perform a contract with you	To comply with a legal obligation	For our legitimate interests
Matter Related Purposes				
Responding to your enquiries	✓	✓		✓
Resolving any complaints from or disputes with you	✓			✓
Performing identity checks (including those against third party sources) for identity verification purposes			✓	✓
Legal and Regulatory Compliance and Reporting				
Monitoring our systems and processes to identify, record, and prevent fraudulent, criminal and/or otherwise illegal activity			✓	✓
Complying with instructions, orders and requests from law enforcement agencies, any court or otherwise as required by law			✓	
Complying with our general regulatory and statutory obligations			✓	
Purchasing, maintaining and claiming against our insurance policies			✓	✓
Training our staff			✓	✓

Continuously reviewing and improving our service offerings and developing new ones				✓
General Business Requirements				
Obtaining legal advice, and establishing, defending and enforcing our legal rights and obligations in connection with, any legal proceedings (including prospective legal proceedings)				✓
Monitoring and producing statistical information regarding the use of our platforms, and analysing and improving their functionality				✓
Managing the proposed sale, restructuring, transfer or merging of any or all part(s) of our business, including to respond to queries from the prospective buyer or merging organisation			✓	✓
Maintaining the security and integrity of our systems, platforms, premises and communications (and detecting and preventing actual or potential threats to the same)		✓		✓

6. Do We Share Your Personal Information?

UJ does will not sell your personal information, but we may sometimes share the personal information which we collect from you, third parties, or the website with the following third parties:

- other universities or educational institutions with whom UJ collaborates
- contracted third parties to UJ who assist it with its business operations, including and not limited to fraud prevention, bill collection, marketing and technology services (in which case such providers are contractually obliged to use your personal information only with the services they supply and not for their own benefit)
- credit bureaus to report financial information, as permitted by law



- banking partners as required by credit card association rules for inclusion on their list of terminated merchants (in the event that you utilise the services to receive payments and you meet their criteria)
- with law enforcement as subpoena or court order requires
- with law enforcement or security companies for the purposes of the protection and safety of any individual or the general public.
- with regulators as law or regulatory audits require

In some cases, the third parties may require access to some or all of your personal information. Where any of your personal information is required for such a purpose, we will take all reasonable steps to ensure that your personal information will be handled safely, securely, and in accordance with your rights.

7. International Transfers

We may transmit or transfer your personal information outside of South Africa to a foreign country and process it in that country, where allowed by law. We will not transfer your personal information in a foreign country whose laws regarding processing of personal information are less stringent, unless you have consented to such transfer, or it is otherwise permitted by law.

8. Safeguarding Your Personal Information

We are committed to securing your personal information and keeping it confidential. We have done everything in our power to prevent unauthorized access to, and disclosure of, your personal information by implementing technologies and software which help us safeguard all the information we collect online.

9. How Long Will We Keep Your Personal Information?

We will retain your personal information only for as long as necessary for the achieving the purposes outlined above, to comply with our legal obligations, resolve disputes, and enforce our rights.

10. Restricting the Collection of your Personal Information

At some point, you might wish to restrict the use and collection of your personal information. You can achieve this by doing the following:

When you are filling the forms on the website, make sure to check if there is a box which you can leave unchecked, if you don't want to disclose your personal information.

If you have already agreed to share your information with us, feel free to contact us via the website and we will be more than happy to change this for you.

UJ will not lease, sell, or distribute your personal information to any third parties, unless we have your permission. We might do so if the law forces us. Your personal information will be used when we need to send you promotional materials if you agree to this Privacy Notice.

11. Children's Information

Another part of our priority is adding protection for children while using the internet. We encourage



parents and guardians to observe, participate in, and/or monitor and guide your children's online activity.

We do not knowingly collect any personal information from children under the age of 13. If you think that your child has provided this kind of personal information on our website, we strongly encourage you to contact us immediately and we will use our best efforts to promptly remove such personal information from our records.

12. Website Terms, Cookies, and Third-Party Websites

Website Terms and Conditions

By using UJ's website and submitting your information on the website, you accept the website's Terms and Conditions and explicitly consent to the collection, use, and disclosure of your personal information in the manner described in this Privacy Notice.

Cookies and Browser Information

For information on how UJ deals with cookies when you use the website, please refer to our **Cookies Policy**. Please note that cookies don't allow us to gain control of your computer in any way. They are strictly used to monitor which pages you find useful and which you do not so that we can provide a better experience for you.

Please note that other websites visited before entering the website might place personal information within your URL during a visit to it. UJ has no control over such websites. Accordingly, a subsequent website that collects URL information may log some personal information.

Hyperlinks To Third Party Sites

The website may include links to other third-party websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s). UJ is not responsible for, gives no warranties, nor makes any representations in respect of the privacy policies or practices of any third-party.

We advise you to consult the respective privacy policies, notices, or documents of these website(s) for more detailed information regarding their treatment of your personal information. These notices may include their practices and instructions about how to opt-out of certain options.

13. Contact Us

If you want to know what personal information we have about you, or if you have any questions or concerns arising from this privacy notice or the way in which the University handles your personal information, please contact popi@uj.ac.za.

You can ask us for details of your personal information and for a copy of it (where any such personal information is held). This is known as a "data subject access request".

All data subject access requests should be made in writing and made through the [POPIA and PAIA](#) tab of the website.



There is normally no charge for a data subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request as soon as reasonably possible from the time of receiving it. In some cases, however, particularly if your request is more complex, more time may be required. You will be kept fully informed of our progress.

Auckland Park	
Bunting Road Campus Bunting Road Auckland Park Johannesburg	PO Box 524 Auckland Park 2006
Kingsway Campus Cnr Kingsway and University Road Auckland Park Johannesburg	
Doornfontein Campus	
Doornfontein Campus 37 Nind Street Doornfontein Johannesburg	PO Box 17011 Doornfontein 2028
Soweto Campus	
Old Potchefstroom Road Power Park Soweto	Private Bag X09 Bertsham 2013

14. Information Regulator

Should you wish to contact the South African Information Regulator, we have provided their contact details:

Telephone: 012 406 4818 **Fax:** 086 500 3351

Email enquiries: enquiries@info regulator.org.za.