

THE PROTECTION OF PERSONAL INFORMATION ACT
THANDEKA VOCATIONAL EDUCATION TRUST (PTY) LTD
PRIVACY POLICY AND NOTICE: STAFF

ISSUED BY:

Thandeka Vocational Education Trust (Pty) Ltd

Registration Number: 2008/012975/07

PO Box 412, Maitland, 7404 | 13 Sydow Street, Maitland, 7405

Tel: 021-5102766

Website: www.tvetsa.org.za

Information Officer: Natasha Antha

Contact E-mail: Natasha@tvetsa.org.za

1. About Thandeka Vocational Education Trust (Pty) Ltd

Established in 2003, Thandeka Vocational Education Trust (Pty) Ltd is an accredited private education and vocational skills development provider, operating nationally, across a range of sectors inclusive of clothing, textiles, general manufacturing and wholesale and retail. We are committed to excellence and integrity through our core guiding principle of continuous improvement. To this end, we ensure that our course curriculum content is relevant and that our facilitation team are subject matter experts with extensive industry related experience.

2. Purpose of the Notice

This notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA") from **individuals employed by Thandeka Vocational Education Trust (Pty) Ltd on a permanent or fixed term contract basis.**

At Thandeka Vocational Education Trust (Pty) Ltd and through our website, social media and other communication channels, we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

3. Definition of personal information

As defined in the Protection of Personal Information Act, 2013 “personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. It further includes the following items as personal information:

- All addresses including residential, postal and email addresses.
- Change of name – for which we require copies of the marriage certificate or official change of name document issued by the state department.

4. The information we collect from Employees

Thandeka Vocational Education Trust (Pty) Ltd requires certain of your personal and/or special personal information (“the information”) to protect its legitimate business interests and to inter alia ensure the safety of its employees by being able to identify people who enter its business premises.

The information may include any information relating to the employee’s biometrics as a technique of personal identification, based on physical / physiological characteristics, including but not limited to fingerprinting, DNA analysis, retinal scanning, and voice recording and any other information required as set out above.

5. Categories of Information required from Employees includes (but is not limited to)

CATEGORY	REQUIREMENT	REASON
Full name	Compulsory	Required to confirm the identity of the employee
Identity Number or Passport Number (in the case of non-SA citizens) / Certified copy of Identity Document	Compulsory	Required to confirm the identity of the employee / Legal Status of Non-SA Citizens
Race and Gender	Compulsory	Information is used for reporting on employee’s demographical status as required by the Department of Labour i.t.o. Employment Equity Reporting
Marital Status / Number of Dependents	Voluntary	This information does not have any direct or substantive bearing on the ability of the staff member to discharge their duties.
Physical and/or postal address	Compulsory	Information is used for reporting on employee’s geographical location

CATEGORY	REQUIREMENT	REASON
Cell Phone Number and E-mail Address (where applicable)	Compulsory	If information is not supplied, Thandeka Vocational Education Trust (PTY) Ltd will be unable to contact the employee.
Confirmation of banking details	Compulsory	If information is not supplied, Thandeka Vocational Education Trust (PTY) Ltd will be unable to pay employees or contractors
SA Revenue Service Personal Tax Number	Compulsory	Thandeka Vocational Education Trust (PTY) requires this information to report on PAYE and UIF payments paid in respect of the employee
Curriculum Vitae including information on qualifications obtained / Certified copies of qualifications	Compulsory	The (prospective) employee must provide proof that they meet the minimum requirements of the position as set out in the job description. The (prospective) employee must provide contactable references in order for the employer to carry out due diligence.
General Health Questions pertaining to physical or mental health including but not limited to chronic conditions.	Voluntary	There are certain risks related to working in a manufacturing environment and disclosing any conditions that could place you at risk, will assist the college to take the necessary preventative actions. Information on chronic health issues will assist the college to provide information to medical personnel in case of a medical emergency.
Disability Status	Voluntary	Information on disabilities will enable the employer to ensure that adequate access and support are provided to enable the employee to carry out their duties.
Criminal Records	Compulsory	The (prospective) employee must provide a record of any criminal convictions to allow the employer to carry out due diligence to protect the company from possible fraud, crime, money laundering or other Malpractice.
Drivers License	Compulsory	Thandeka Vocational Education Trust (Pty) Ltd needs to ensure that where applicable, staff

CATEGORY	REQUIREMENT	REASON
		are in possession of a valid driver’s licence when executing tasks
Vaccination Status	Compulsory	Proof of vaccination (vaccination certificate) must be provided to gain access to the college

6. Sources of information

Personal information is sourced in the following manner:

- We collect personal information from
 - You (the employee) who provides us with your personal details
 - Where possible, we will inform you what information you are required to provide to us and what information is optional.
 - Your previous employer or contactable references listed on your Curriculum Vitae
 - The last school / educational institution you attended

7. How we use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or research purposes. All information will be retained for a minimum period of 5 years as required for statutory reporting purposes.

For example:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorised user for security purposes;
- To register you as an employee of Thandeka Vocational Education Trust (PTY) Ltd
- Where applicable, to register you as an Assessor and/or Moderator with the applicable Sector Education and Training Authority or the Quality Council for Trades and Occupations
- To report to the South African Revenue Service, the Department of Labour and other statutory institutions
- To conduct employee engagement research or for employee wellness purposes;
- For audit and record keeping purposes;
- In connection with legal proceedings.

8. Disclosure of information

We may disclose your personal information to third parties (including but not limited to):



TVET

YOUR COLLEGE
OF CHOICE
SOUTH AFRICA

THANDEKA VOCATIONAL EDUCATION TRUST (PTY) LTD

- The relevant Sector Education and Training Authority requiring credentials of Skills Development Practitioners (where applicable)
- Government Departments requiring statutory reports including but not limited to PAYE, UIF, Employment Equity
- Skills Development Partners and Clients requiring contact details and confirmation of qualifications and experience via your company profile (where applicable).
- Any third party requiring confirmation of employment for loan, account or debt purposes.

We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

9. We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.

10. Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

11. Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, contact our Information Officer via the contact details provided on page 1 of this document and on our website and specify what information you require. We will need a copy of your ID document to confirm your identity before providing details of your personal information.

You can also request the information via the [Information Regulator](#):

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg.

Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017

E-mail: enquiries@inforegulator.org.za

Please note that any such access request may be subject to a payment of a legally allowable fee.

12. Correction of your information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate.

13. How to contact us

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on page 1 of this document or on our website.

Please sign and return the Employee Declaration on the next page.



THANDEKA VOCATIONAL EDUCATION TRUST (PTY) LTD

EMPLOYEE DECLARATION:

NAME: _____ **SURNAME:** _____

ID NUMBER: _____ **EMPLOYEE NUMBER:** _____

E_MAIL ADDRESS: _____ **CELL NUMBER:** _____

I acknowledge, accept and agree that Thandeka Vocational Education Trust (Pty) Ltd will use the information for the reasons set out above and will not divulge the information to any third party without my express, written consent.

The consent to obtain the information specified will remain effective until the purpose for which such consent was provided, falls away.

SIGNED AT _____ **on this** _____ **day of** _____ **20** _____

EMPLOYEE SIGNATURE: _____