

# STUDENTS' POPIA RIGHTS

Durban University of Technology (DUT) is committed to putting the students' rights first in all its processes and to comply with the Protection of Personal Information Act 4 of 2013 (POPIA). Personal information is used in the processing of the relevant and only required services when a person chooses to interact with our institution. Instances such as processing your application to study, enrolment into a course, registration as a student, to administer your course including attendance and provide facilities during your time as a student. Personal information is used to provide student support services and access to student related activities such as student surveys, SRC elections and keep in touch with you after you have graduated for alumni related activities. The University has your personal information in its various information systems and therefore you are classified as a data subject. Your right as a student are as follows:



#### The right to access your personal information

You have the right to know what personal information the University has pertaining to you. You have the right to access the personal information that is held in our records.



#### The right to ask for a record

You have the right to ask for a record of your personal information. You also have a right to rectify and update your personal information should it be incorrect or inaccurate.



#### The right to ask why and object

Enquire about what your personal information is used for and for what purpose, it is your right. Raising an objection on how your personal information is used is also your right.



#### The right to correct personal information

If you think that the personal information the University has about you is incorrect or incomplete, you have the right to ask the University to correct or complete it.



#### The right to be forgotten

You have the right to know why your personal information is being kept as well as the right to request your personal information to be deleted. This is applicable only if the university no longer requires information including very old information that is no longer valid or relevant in any way. The university can only retain the personal information for compliance to legal and regulatory requirements.



#### The right to be informed

You have the right to be informed if your personal data is included in or used for research purposes. The right to object to your personal data being used for marketing purposes. Also the right to object to your data being stored when navigating the University website (cookies) or any other online application tool.

For more information on how and why the University processes your personal information, please refer to <https://www.dut.ac.za/other/disclaimers/dut-privacy-statement>

If you want to exercise any of these rights, you can contact our Information Officer at [popia@dut.ac.za](mailto:popia@dut.ac.za) or visit the Information Regulator's page at <https://info regulator.org.za/popia-forms/> to get access to and complete the relevant forms.