

Durban University of Technology

Privacy Statement

Introduction

Durban University of Technology (DUT) is a public university situated in Durban and Pietermaritzburg functioning in terms of the Higher Education Act, 101 of 1997 and the University's Institutional Statute University which is available at www.dut.ac.za. DUT is committed to safeguarding personal information in line with the requirements of the Protection of Personal Information Act, No. 4 of 2013 (POPIA). The purpose of this statement is to confirm that any personal information collected in terms of this document shall be processed lawfully in compliance with POPIA. This statement regulates the way we collect, use, store, disclose, transfer, update, safeguard, destroy and process personal information.

Deputy Information Officer

The DUT's Deputy Information Officer's contact details are as follows:

Physical Address:

Steve Biko Campus
Berea
Durban
4001

Email: popia@dut.ac.za

What is Personal Information

The Protection of Personal Information Act, No. 4 of 2013 defines personal information as the information relating to an identifiable, living natural person, and where it is applicable, an identifiable, existing juristic person, including but not limited to:

- (a) Information relating to the race, gender, sex and identifying numbers.
- (b) Pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language and birth of a person.
- (c) Contact information such as contact details, physical address, telephone numbers, mobile numbers, online identifies, location information, email addresses and any other particulars associated with the person.
- (d) Information relating to the education history, medical records, financial information including credit records, criminal and employment history of the person.
- (e) background information such as references and other related details.
- (f) the biometric information of the person including computer science generated barcodes or access control information.
- (g) the personal opinions, views or preferences of the person.
- (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

3. What type of personal information and why do we collect it from you?

The University collects different types of personal information as individuals engage in different processes to comply with Department of Higher Education and Training (DHET) statutory requirements. This may include but not limited to, name/s and surname, identity number, physical address, cell phone number, banking details, email address, race, gender, biometric information, nationality, age, next of kin, photographs, and academic qualifications/results.

We collect personal data to, amongst other things:

- (a) applications to process admission recruitment, academic enrolment and to facilitate teaching and learning and other related activities.
- (b) process staff recruitment.
- (c) provide requested information in line with operational processes.
- (d) process Vendor Registration forms; and
- (e) communicate about events, activities, promotions, and opportunities at the University.

4. Where and how do we collect your personal information

The University collects information in different ways prior to, during and after its relationship with persons. These will include:

- information provided directly to us through various enquiry platforms such as websites, e-mail, telephone, DUT apps or campus visit.
- information collected through forms and documents provided as part of any university process throughout the student life cycle from application to after graduation.
- information collected through any correspondence.
- through interviews, admissions assessments, or entry tests; and
- information provided by other third parties such as Central Applications office (CAO), the Department of Basic Education and employment agencies.

5. Legal basis of processing personal information

We shall process personal information under the following circumstances:

- when we have consent as a person interacts with university processes.
- if the processing is necessary for the performance of public law duty by a public body.
- conclusion or performance of a contract to which the owner of the information is a party.
- necessary for compliance obligations imposed by the law on DUT.
- protecting a legitimate interest of the data subject; and
- protecting a legitimate interest of DUT or a third party.

6. Sharing of information

Personal information will only be shared with third parties where there is legal consent and within the permissible boundaries of the law, policies, and legislation. We will not share your personal information with third parties unless we have considered all the legal basis of sharing personal information.

7. How long do we keep your data?

The University will retain your personal information in line with its Policy on Records Management as per legal requirements or where there is an operational need. The policy is available on the institutional website.

8. Information Security

The security of personal information is important to DUT, and we take responsible steps to keep personal information safe. The necessary measures have been put in place to prevent loss, destruction of and damage or unlawful access to personal information by unauthorised parties. We require the same level of security to be implemented by our service providers and other third parties. Great care

must be taken not share or send any personal information through unauthorised channels. This includes persons who are not affiliated or authorised to act on behalf of the institution as this is a risk. Communication and personal information should be shared only through authorised channels. Access to information is highly restricted and security procedures are continually enhanced to ensure their continued suitability.

9. Rights of the data subject

You have the right to:

- access the personal information in our possession about you and to correct it.
- a right to rectification/update of your personal information held by DUT.
- a right to lodge a complaint and a right to withdraw consent.
- object to our processing your personal information where appropriate.
- be notified that your personal information is being collected.
- informed when personal data has been accessed or acquired by and an unauthorised person.
- object to processing of personal information for marketing purposes.
- be notified if your personal data is included in or used for research purposes.

10. Social Media

When you engage with us through our social media accounts, your personal information may be processed by the social media platform owner. This process is outside our control and the processing activities may be in a country outside your home country that have different data protection laws. Please refer to and read the terms and conditions of that social media platform before you use it or share any personal information on it.

DUT will not ask you to share your personal, account or security information on social media platforms. Our social media accounts are not appropriate to discuss our client's personal information such as registration records, transactions related to registrations and enrolments and financial information.

11. Complaints and enquiries

If you have any complaints/enquiries about how your personal information is processed, or wish to exercise any of your rights, please consult us at popia@dut.ac.za.

If you are not satisfied with such process, you have the right to lodge a complaint with the Information Regulator in the prescribed manner at POPIAComplaints@info regulator.org.za