



Privacy Notice

Twende Mbele

This privacy notice (“**Notice**”) describes how your personal information (“**PI**”) is used by The Twende Mbele (the "**Programme**") as a result of your engagement with us – including, what PI we collect, how we use it, and why. This Notice applies to PI gathered from, amongst others, the Programme’s current and former students, employees, research participants, alumni, contractors or service providers and donors.

The Programme must collect and process certain PI about you when you engage with the Programme, to enable us to manage our relationship with you and run the Programme. This PI will come directly from you or from other sources, including external sources. The Programme’s collection and processing of your PI is subject to all applicable laws and to the Programme’s Protection of Personal Information Compliance Framework.

What PI the Programme Collects

Should you engage with the Programme, whether as an employee, student, donor or otherwise, the Programme may collect PI about you. This PI includes, amongst others, information relating to your education, your financial or employment history, your contact details, any references, and other private or confidential information.

How the Programme Collects Your PI

In most cases, the Programme collects PI directly from you during the application or recruitment process, or from our interactions with you during your workshops or trainings with the Programme, or when you conduct business or sign up for news with the Programme. In some cases we may collect PI about you from sources other than yourself, including from references that you provide to the Programme, from previous educational establishments and from public records.

Purpose for which Your PI is Being Collected

The Programme collects your PI for various purposes. Some of these purposes and the ways in which the University uses your PI include the following:

- To pursue the Programme’s legitimate business interests;
- To meet our obligations as a peer learning organization and employer;
- To provide capacity building, learning and research;
- To manage your use of and access to the Programme’s resources;
- To operate security, disciplinary, compliant and quality assurance processes and arrangements;
- To comply with our contractual obligations to you and to others;
- To comply with legal requirements and obligations imposed on us by law;
- If necessary, in order to pursue your own vital interests and
- To ensure that our IT facilities, networks and communication systems are secure.

Whether the supply of your PI is Voluntary or Mandatory

When you engage with the Programme, we will need to use your PI for the Programme's administrative, contractual or other business related purposes. Without processing your PI, it will not be possible for the Programme to fulfil its obligations, whether under contract with you or in terms of the Programme's programmatic obligations. Your consent is not required where the Programme is required to process your PI to fulfil its obligations under contract with you or in terms of the other justifications prescribed by the Protection of Personal Information Act of 2013. Nonetheless, withholding your PI may obstruct or prevent the Programme from being able to render services to you and carry out its obligations, under contract or in law.

Transfer and Sharing of PI

Access to PI is limited to those who have a need to know such information, for the purposes described in this Notice, including functional support in the Programme's HR, IT, Legal and Finance departments.

Your Rights to Your PI

As a data subject you have a number of rights in relation to your PI. You can, amongst others:

- require the University to confirm whether or not we hold any of your PI;
- require us to amend incorrect or incomplete PI;
- object to the, or require the University to stop, processing your PI, for example where the processing of your PI is no longer necessary;
- require us to erase your PI;
- where our processing of your PI is based solely on your consent, you may withdraw that consent; or
- receive from us the PI we hold about you, which you have provided to us, including for the purpose of you transmitting that PI to another responsible party.

Please note that the above rights are not absolute, and the Programme may be entitled to refuse requests where exceptions apply.

For further information, or if you wish to exercise any of these rights, or if you have a complaint about the way you believe your PI is being processed, in the first instance, please contact the Programme's Communications and Learnings Coordinator, Parfait Kasongo Parfait.Kasongo@wits.ac.za.

Changes to this Privacy Notice

The Programme has the right to update this Notice.

Contacting the Programme

Questions, requests and inquiries concerning this Notice, and the information set out in this Notice, may be directed to the Programme's Communications and Learning Coordinator:

Parfait Kasongo

Parfait.Kasongo@wits.ac.za