
Protection of Personal Information Act

Privacy Notice

1. INTRODUCTION

- 1.1 This privacy notice describes how the Berea Group of Colleges(BGC) and the various legal entities forming part of that group, collects, uses, retains, protects or discloses, your personal information, as prescribed and regulated by the Protection of Personal Information Act, 4 of 2013, (POPIA) and the regulations promulgated in terms thereof.
- 1.2 BGC is committed to ensuring full compliance with POPIA and undertakes to ensure that prescribed personal information is processed in accordance with all legal requirements.
- 1.3 This notice applies to any website, application, form, document service or product offering, that makes reference to this Privacy Notice.
- 1.4 This notice is intended to give insight into:
 - 1.4.1 What personal information BGC collects and why;
 - 1.4.2 How BGC uses and protects the personal information collected;
 - 1.4.3 How long BGC keeps the personal information;
 - 1.4.4 The rights of individuals regarding their personal information; and
 - 1.4.5 What a person should do if he or she does not want to provide BGC with his or her personal information.

2. COLLECTION AND PROCESSING OF PERSONAL INFORMATION

- 2.1 BGC collects personal information about you or any other person whose details you provide, in compliance with all relevant legislation:
 - 2.1.1 Directly from you when you complete any application form, competition entries or surveys, whether electronically, telephonically or by way of hardcopy;
 - 2.1.2 Information may also be collected indirectly through:
 - a. Electronic communications sent to BGC;
 - b. The BGC website, for instance through website applications or the use of data cookies, which may record activity and other personal data. The information

collected may include access times, pages viewed, URLs clicked on, the users IP address and the pages visited before and after navigating the BGC website;

- c. The use of data cookies on webpages, for the collection of information. The user may elect to accept or decline cookies. In the event of the user declining to accept cookies, not all elements of the website may function, as intended.
- d. BGC may use social networking services such as Facebook, WhatsApp, Instagram or Twitter. In the communication with BGC through those services, the social networking service may collect personal information for its own purposes. The services in question will have their own privacy policies which are independent of BGC.

2.2 Only information that is necessary, and relevant to the services offered by BGC will be collected, so as to enable BGC to render, enhance and develop its business services, as an education service provider. The information collected may include;

2.2.1 An individual's name, identity number, age, gender, date of birth, nationality, occupation, lifestyle, employment history, current education status, educational aspirations and career choices;

2.2.2 Contact information, such as email address, phone number and postal address;

2.2.3 Online information linked to lifestyle choices such as the use of websites, computer applications and/or social media channels;

2.2.4 Financial information related to the affordability of product offerings of BGC, including information relating to employment, income, expenses, assets and liabilities;

2.3 There is no obligation to provide any information requested and the request for information may be refused. However, such refusal may mean that BGC is not able to provide the services or product offering required and/or may result in the termination of a business relationship. The supply of certain personal information may, however, be legally required and such information may not be refused.

3. HOW DOES BGC USE PERSONAL INFORMATION

- 3.1 To the extent permissible by law, BGC may use personal information collected:
- 3.1.1 To provide information and details of service offerings including:
 - a. Marketing information about BGC products and services. Where required, BGC will obtain consent to the sending of marketing communications.
 - b. Online events and news;
 - c. Employment offerings.
 - 3.1.2 To contact, interact with, and/or to provide services to potential students, parents, suppliers or business associates;
 - 3.1.3 For the purpose of delivering course content and for general compliance with the obligations of BGC as service provider;
 - 3.1.4 To enhance or improve any product offerings of BGC;
 - 3.1.5 To comply with requests made by regulators or any other lawful authority;
 - 3.1.6 To undertake credit reference searches and/or verification ;
 - 3.1.7 For audit, risk analysis, security and/or research purposes;
 - 3.1.8 For maintaining up-to-date records in relation to students, parents, service providers or business associates
 - 3.1.9 For debt recovery or debt tracing;
 - 3.1.10 to comply with legislative and regulatory requirements;
 - 3.1.11 For any purpose related to or incidental to the foregoing
- 3.2 BGC undertakes to restrict the use of information to that required for lawful purposes and in accordance with the prescripts of POPIA.

4. HOW DOES BGC PROTECT PERSONAL INFORMATION

- 4.1 BGC employs a variety of security measures and technologies designed to protect Personal information from unauthorised access, use, disclosure, alteration or destruction in line with applicable protection and privacy laws. Nevertheless, despite the security measures

that BGC has in place, all providers of personal information recognise and acknowledge that there is always the risk that information may be accessed by an unauthorised third party, as a result of illegal or unauthorised activity

- 4.2 The transmission to BGC of information via the internet or a mobile phone network connection may not be completely secure and any transmission of such data is at the information provider's own risk.
- 4.3 From time-to-time, BGC may provide links to websites or mobile applications that it does not own or control. This Notice does not apply to those websites. If an information provider chooses to use those websites, he or she must check the legal and privacy policies or statements posted on each website or mobile application to understand the applicable privacy policies.
- 4.4 Personal information of a Data subject may be processed by BGC and BGC's third party suppliers, outside South Africa. Personal information laws in the countries to which the personal information is transferred may not provide the same protection as applicable under South African law.
- 4.5 BGC will implement appropriate and reasonable measures to ensure that the personal information remains protected and secure when it is transferred outside of South Africa, in accordance with POPIA.

5. HOW LONG IS PERSONAL INFORMATION KEPT BY BGC

- 5.1 BGC will always keep personal information provided for as long as it is required by law or as is required in connection with legal action or investigation in which BGC may be involved.
- 5.2 BGC will otherwise will keep Personal information for so long as:
 - 5.2.1 It is needed to provide the products or services that are required to be delivered by BGC;
 - 5.2.2 Is necessary to allow BGC to respond to any request for information arising in connection with any services rendered or to be rendered by BGC.

6. SHARING OF PERSONAL INFORMATION

- 6.1 BGC will only share your personal information with third parties if there is a legitimate reason to do so. Where BGC shares personal information, it will put in place a written agreement which commits the third party to keep the personal information confidential, and to put in place appropriate security measures to keep it secure.
- 6.2 BGC will disclose information whenever lawfully required to do so to comply with relevant legislation, legal process or the directives of any regulatory authority.
- 6.3 Aggregated information may be shared with stakeholders or business partners in a manner that does not identify the persons to whom such information relates. BGC will not disclose personal information unless there is a valid ground for doing so in accordance with POPIA.
- 6.4 BGC may share personal information with the following third parties:
 - 6.4.1 BGC's agents and suppliers, including those who provide it with technology services such as data analytics, hosting and technical support;
 - 6.4.2 BGC's professional advisors, auditors and business partners; and
 - 6.4.3 Regulators, governments and law enforcement authorities.

7. RIGHTS REGARDING PERSONAL INFORMATION

- 7.1 Any person providing personal information may:
 - 7.1.1 Request BGC for access to Personal information it holds about him or her, subject to compliance with the Promotion of Access to Information Act;
 - 7.1.2 Request the correction and/or deletion of his Personal information;
 - 7.1.3 Request the restriction of the processing of his or her personal information, or to object to that processing;
 - 7.1.4 Withdraw his or her consent to the processing of personal information (where BGC is processing his personal information based on his or her consent);
 - 7.1.5 Withdraw his or her consent to receive marketing messages;

- 7.1.6 Request for the receipt or the transfer to another organisation, in a machine-readable form, of the personal information that he or she has provided to BGC; and
 - 7.1.7 Complain to the information regulatory authority if his or her privacy rights are violated.
- 7.2 If a person objects to the processing of his or her personal information, or if he or she has provided his or her consent to processing and later chooses to withdraw such consent, BGC will comply with the request in accordance with its legal obligations.

8. IMPORTANT NOTICE

- 8.1 By visiting BGC's website and communicating electronically with BGC, the user consents to the processing, including transfer of his/her personal information as set out in this Notice.
- 8.2 This privacy notice may from time to time be updated or modified. The notice will be posted on the BGC website homepage whenever the privacy notice is materially changed. Please check the website regularly to ensure that you are aware of the latest version of this privacy notice.

9. CONTACT INFORMATION

- 9.1 For any questions, complaints or requests regarding this Notice, must be addressed to the Information officer, whose contact information is as follows:

Postal address:

Email address:

- 9.2 The contact information of the Information Regulator is as follows

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O. Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za

General enquiries email: infoereg@justice.gov.za