



04 January 2022

## **A PRIVACY NOTICE FOR UCT JOB APPLICANTS**

When you apply for a job, we collect, create and use your personal information. This privacy notice will help you understand how we do that. This notice may change, but we will let you know if it does.

### **1. INFORMATION WE COLLECT AND USE**

When you apply for a position at UCT, we collect information about

- who you are, for instance, your name, date of birth, identity number, race and disability;
- how to contact you, for instance, your telephone number and email address;
- your work permit and residence status;
- your work history;
- your education history;
- your publications, research and memberships; and
- your disciplinary and criminal history.

We either collect this information directly from you or from recruiters who help us find suitable candidates. We use your personal information to review your application, correspond with you and arrange travel and accommodation for interviews. We use the information about your race, gender, disability and nationality to implement our employment equity plan under the Employment Equity Act. We may need to use third parties to help us verify some of the information you shared with us by contacting the references you provided and confirming your qualifications. For some roles, we may do criminal and credit checks.

### **2. INFORMATION WE GENERATE**

To help us consider your application, we generate information about you in the form of records, including:

- interview notes;
- results of competency assessments and psychometric tests;
- shortlisting summary; and
- selection committee meeting reports.

### **3. HOW WE SHARE YOUR INFORMATION**

We will only share your personal information with others if necessary to manage our relationship with you or ensure that our recruitment process runs smoothly.



We may share your information with service providers to help us:

- communicate with you;
- assist us with our recruitment processes; and
- manage operations, for instance, accountants, auditors and professional advisors.

We only share the information that the service provider needs – nothing more. Whether our service providers are in South Africa or another country, they must agree to keep your personal information as safe and confidential as we do. And they may only use it for the reason we share it with them. We make sure that we have the necessary contracts in place before we share your information.

#### 4. WE DON'T HOARD YOUR INFORMATION

We only keep your information for as long as we must to consider your application, for business reasons or as the law requires.

#### 5. WE DO OUR BEST TO KEEP YOUR INFORMATION SECURE

We have reasonable security measures in place to protect your personal information from:

- being lost;
- being used in the wrong way or for the wrong reason;
- being accessed without permission;
- being changed; and
- being destroyed.

If any of these things happen, it is called a security **breach**.

The more sensitive the information is, the better we protect it. Although we cannot guarantee that we will never experience a breach, we check our systems regularly for security issues. If something should happen, we have taken steps to minimise the threat to your privacy. We will let you know if your personal information has been compromised and let you know what you can do to minimise the impact of the breach. If you suspect that we (or you) have had a security breach, please let us know immediately by sending an email to [uctcsirt@uct.ac.za](mailto:uctcsirt@uct.ac.za). Please include as much information as you can about what may have happened.

#### 6. YOUR RIGHTS AND PREFERENCES

You have the right to:

- ask what we know about you;
- ask what personal information we sent to our suppliers, service providers, or anyone else;



- ask us to update, correct or delete any out-of-date or incorrect personal information we have about you;
- unsubscribe from marketing;
- object to our use of your personal information;
- ask that a person review certain automated decisions that we make about you, express your point of view about those decisions, and ask us to explain the decision; and
- complain to the [Information Regulator](#).

It can take us up to 21 days to respond to your request because there are procedures that we need to follow. In some instances, we may ask you for proof of your identity or a valid proof of residence.

## 7. CONTACT US

If you have any questions about this notice, please email us at [popia@uct.ac.za](mailto:popia@uct.ac.za).

You can also contact our Information Officer at:

Email	<a href="mailto:popia@uct.ac.za">popia@uct.ac.za</a>
Address	Woolsack Drive Rondebosch Cape Town 7701