



04 January 2022

## **A PRIVACY NOTICE FOR UCT EMPLOYEES**

When you work at UCT, 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. Please ensure that we always have your correct information by updating it on our self-service portal or completing the HR101 personal details form when your information changes.

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

When you work 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;
- banking details;
- health information;
- your work permit and residence status;
- your work history;
- your education history;
- visual images and videos;
- your beneficiaries and dependants for medical aid, pension scheme, and provident fund
- your publications, research and memberships; and
- your disciplinary and criminal history.

We collect this information directly from you and use it to manage our relationship in terms of your employment contract, to run the business of the University, and to comply with legal obligations, for instance:

- we use the information about your race, gender, disability and nationality to implement our employment equity plan under the Employment Equity Act
- we use health information to comply with health and safety regulations, and we may need it to manage sick leave, access to benefits and travel requirements
- when you use our communication services, we may intercept and monitor any real-time, stored, or archived communication
- when we pay your salary
- when we produce reports and returns for funding agencies, government departments, and public bodies.



We may need to use third parties to help us verify some of the information you shared with us, for instance to confirm your qualifications.

## **2. INFORMATION WE GENERATE**

We generate information about you in the form of records of:

- performance reviews;
- investigations and disciplinary, grievance and dismissal proceedings;
- the training you participate in;
- your acknowledgement and compliance with safety rules and codes of conduct when using our facilities;
- your access to facilities;
- CCTV footage; and
- your use of support services, for e.g., medical care.

## **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 the University runs smoothly.

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

- communicate with you;
- ensure your health and safety on campus; and
- manage operations, for e.g., accountants, auditors, labour brokers, 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 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            [popia@uct.ac.za](mailto:popia@uct.ac.za)  
Address        Woolsack Drive  
                    Rondebosch  
                    Cape Town  
                    7701