



04 January 2022

## **A PRIVACY NOTICE FOR UCT VENDORS**

When you apply to be a vendor, we appoint you as a , and manage our relationship with you, 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 we consider or appoint you as a vendor, and during our relationship, we may collect the following information about you:

- name;
- ID document or CIPC registration certificate;
- contact details;
- VAT number;
- bank details;
- BBBEE certificate;
- tax compliance verification certificate;
- health certificate;
- trade references;
- company profiles and annual turnover;
- conflict of interest declaration;
- industry certifications;
- proof of insurance;
- proof of registration with a professional body;
- details of previous projects worked on; and
- financial statements.

We collect your personal information when:

- we process and consider your application to provide goods or services to UCT, or to lease commercial property from UCT;
- we verify the details of your application with your listed trade references and SARS;
- you contact and invoice us; and
- we produce reports and returns for funding agencies, government departments, and other public bodies.



We process this personal information to conclude a contract with you and to meet our contractual obligations with you. We review all prospective vendors' information to assess your compliance with FICA, our procurement policies, and BBBEE requirements.

Some information is required in terms of the Higher Education Act. For example, the Higher Education Act (Regulations for Reporting by Public Higher Education Institutions) encourages all South African public higher education institutions to comply with the corporate governance standards as set out in the King Code. In addition, the Act requires all South African public universities to comply with International Financial Reporting Standards. This means that UCT must submit an independent auditor report in our annual report to the Department of Higher Education.

We may need to use third parties to help us verify some of the information you shared with us. When independent auditors conduct our annual financial audits, we are required by law to share your information with them.

## **2. INFORMATION WE GENERATE**

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

- an online profile when we appoint you as a vendor;
- tender evaluation reports;
- minutes of the committee meeting documenting the decision when a current or potential vendor has been awarded a tender or commercial lease; and
- an online profile for all UCT registered vendors that we use for payment and other day-to-day administration.

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

We only use service providers we trust and who will keep your information secure, and who have agreed to only use your information for the purposes for which we shared it with them. We have contracts in place to ensure that they do - whether they are local or abroad.

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

- communicate with you;
- monitor the effectiveness of our services;
- manage our business, for instance accountants and professional advisors;
- provide IT services;
- verify your information;
- process tender applications; and
- conduct independent annual financial audits.



Some of the service providers that we use may be located in other countries. These countries may not have the same levels of protection of personal information as South Africa, in which case they must undertake to protect your personal information to the same level that we do. We provide for appropriate safeguards by means of contracts between us and our foreign service providers. Sometimes the law requires that we share your information, such as the Higher Education Act and its regulations pertaining to public higher education institutions.

#### 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 vendors, 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