

## **ENJO CONSULTANTS (PTY) LTD PROTECTION OF PERSONAL INFORMATION (POPI)**

### **WHAT IS THE POPI ACT ALL ABOUT**

The Protection of Personal Information Act (POPI) regulates how personal information is managed, stored, updated, used and given to a 3rd party. What impact does this have on you the learner.

### **WHAT IS 'PERSONAL INFORMATION'?**

'Personal Information' is defined and includes (but not limited to) -

- Demographic information about the individual (e.g. Race / Nationality / Ethnic group / Social origin / colour; Gender; Pregnancy; Marital status; Sexual Orientation; Age; Physical or mental health / well-being / disability; Religion / conscience / believes; Culture / Languages; Birthdate);
- Education, medical, criminal, employment or financial history;
- Identification Number (ID Number);
- Email address, telephone number, cell phone number;
- Physical address, location information, online identifier/information;
- Biometric Information;
- Personal opinions, views or preferences;
- Explicitly or implicitly private or confidential correspondence;
- Views of other people about the individual;
- The individual's name if it appears together with other personal information about the individual or if the name would reveal information about the individual.

### **WHEN CAN 'PERSONAL INFORMATION' BE LAWFULLY PROCESSED?**

The POPI Act specifies eight (8) conditions that must all be complied with for any processing, administration or dissemination to be legally compliant. These eight conditions are listed below -

- Accountability.
- Processing Limitations (various criteria for legal processing).
- Purpose specific (the data must be held for a purpose).
- Further processing limitation (data can only be used for its purpose and not beyond that).
- Information quality (the data must be accurate).
- Openness (individual must be informed, processes must be transparent).
- Security safeguards (reasonable steps to keep the information secure must be taken).
- Data subject participation (individual can request / discuss information with ENJO Consultants).

### **HOW DOES THIS AFFECT YOU?**

As a learner of ENJO Consultants (Pty) Ltd programmes, the POPI Act has placed the above conditions on ENJO Consultants, when we process and store your personal information along with our third party service provider(s) complies with the POPI Act 100 in that our primary obligation is to take reasonable technical and operational steps to secure your personal information and our electronic environment. We also undertake to never sell or share any information with any other company, user and/or third party unless obliged to do so by law or legal process. ENJO Consultants (Pty) Ltd requires your permission to use and store your personal information during the training process. Your personal information will be collected, captured and/ or stored on various documents used by ENJO Consultants (Pty) Ltd such as but not limited to the Section 1 to 7 of the Portfolio of Evidence, SETA Reports. Your personal information will be used to ultimately process your certificate, should you meet the qualifying criteria and may need to be shared with our accreditation bodies such as the Department of Labour and the relevant SETA/ ETQA. All hard copies of the above documentation will be stored in the applicable course file at our registered offices. Electronic copies will be stored on ENJO Consultants (Pty) Ltd secured computer network. After five years from the end of course date, it will then be destroyed in accordance with ENJO Consultants (Pty) Ltd policy.

### **GRANTING OF PERMISSION TO USE PERSONAL INFORMATION**

I, the undersigned confirms that ENJO Consultants (Pty) Ltd may host my personal information on record for training processing and/or activities and that my information can be submitted to other third parties involved with the training processing and/or activities as explained in this document. I am happy for ENJO Consultants (Pty) Ltd to use my photo and comments for marketing on various social media platforms.

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## **ENJO Consultants (Pty) Ltd**

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