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## CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

### Overview

The Protection of Personal Information Act (POPI) aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPI requires that personal information relating to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy. This consent form sets out how personal information will be collected, used and protected by WNL Network Training Academy, as required by POPI. The use of the words “the individual” for this document shall be a reference to any individual communicating with WNL Network Training Academy and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

### Personal information

The personal information that WNL Network Training Academy requires relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, personal and work email and contact details.

### What is the purpose?

HUAY Training Academy is legally obligated to collect, use and disclose personal information for:

reporting to various organizations e.g., SARS, CIPC, SAQA, FASSET, PAFA, QCTO, etc.

evaluate and process applications.

compiling statistics and various research reports.

providing personalized communications.

complying with the law.

### Process personal information

HUAY Training Academy will only collect personal information for the purpose as stated above.

Information will be collected in the following manner:

- direct from the individual.

- from education institutions, training providers, or other service providers that are providing or provided the individual with services.
- from our records relating to our previous supply of services or responses to the individual's request for services.
- from a relevant public or equivalent entity.

**To whom will personal information be disclosed?**

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries and other third parties referred above.

**Consent and Permission to process personal information:**

I hereby provide authorization to HUAY Training Academy to process personal information.

I understand that withholding of or failure to disclose personal information will result in HUAY Training Academy being unable to perform its functions and/or any services or benefits I may require from HUAY Academy.

I indemnify and hold HUAY Training Academy harmless in respect of any claims by any other person on whose behalf I have consented; against HUAY Training Academy should they claim that I was not so authorized.

I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available

I will not hold the HUAY Training Academy responsible for any improper or unauthorized use of personal information that is beyond its reasonable control.

Full name of Applicant:

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Please, sign and submit this document directly to Administration Department at [Nandipha.lugawe@huay.co.za](mailto:Nandipha.lugawe@huay.co.za). CC [mary.mulenga@huay.co.za](mailto:mary.mulenga@huay.co.za)

