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## **Personal Information: Terms and Conditions**

### **1 Introduction**

At the UCT College of Accounting (Professional Programme and Development) we value your right to privacy and security and therefore we treat all your personal information that we obtain via our website and emails as private.

We are committed to providing you with secure access to our online services. Our online services would include use of our online learning platform – known as the Virtual Learning Environment (VLE) – and any other form of online correspondence sent to you. This could include surveys and Google forms.

Please read this document to understand how your information will be treated. In keeping with our commitment to providing you with secure access, this document may be varied from time to time and we would advise that you check it regularly.

We recognise the importance of protecting your privacy in respect of your Personal Information collected by us when you use our website.

We will take appropriate and reasonable steps to prevent unauthorised access to, or disclosure of your personal information.

You are not required to provide any personal information on the public areas of our website. However, you may choose to do so when completing our registration forms for either the ITC Preparatory Course or our APC professional Programme. You are also able to reach us via our “contact us” page and this will require you to insert your personal information.

In addition to information collected from our website, we may collect your information through:

- Surveys (Qualtrics, Survey Monkey, Google Forms, etc)
- Telephone calls
- Emails

By continuing to use this website:

- You agree that we may collect, collate, process and/or store your personal information and this will be used for amongst other things:
  - the purposes of providing you with access to our VLE content and benefits;
  - for keeping a record of your academic progression and successful completion of the programme (applicable to the APC Professional Programme);
  - for reporting your successful completion of the programme to the South African Institute of Chartered Accountants (SAICA) as required to secure your entry to the SAICA Assessment of Professional Competence (applicable to the APC Professional Programme);
  - for reporting on your participation and academic progression to your employer, where your employer has incurred the cost of your programme fee; and
  - for any other purposes that will enable us to best serve your needs on our VLE, without deviating from our legitimate business interests.

## **2 Personal Information we collect and process**

The types of personal information that we may collect, and process includes information necessary for our legitimate business interest

This may include (amongst other things):

- Your name and surname
- Race
- Gender
- Identity or passport numbers
- Email
- Physical and postal addresses
- Contact information
- Information relating to your occupation
- Information relating to your tertiary education

## **3 How do we use your Personal Information**

Our legitimate business interest may include, but are not limited to:

- Processing your registration form to ensure we can add you to our relevant inhouse systems and applications
- Sending you information on relevant services and events
- Sending you information on opportunities created by SAICA
- Using your data anonymously for research

#### 4 Sharing of your Personal Information

We will be required to share your personal information:

- with SAICA
- With your firm with which you are currently completing your articles
- We will not sell, rent, trade or otherwise supply your personal information to third parties without your consent.

You can change or update your personal information online via our VLE or you can also advise of changes via telephone and email.

#### 5 Your rights

- You have the right to request that we correct, destroy or delete any of your personal information that we have processed in accordance with this document, by emailing us on [info@uctboardcourse.co.za](mailto:info@uctboardcourse.co.za)
- You have the right not to have your personal information processed for purposes of direct marketing by means of unsolicited electronic communications from third parties unknown to you.
- Your right to request that we destroy or delete any of your personal information is subject to our obligation to retain the personal data of each student enrolled for the APC Professional Programme within our student records indefinitely as evidence of their completion thereof, in terms of the Higher Education Qualifications Framework.

#### 6 Use of cookies

- Cookies are pieces of information a website transfers to a user's hard drive for record-keeping purposes. Cookies make surfing the web easier for you by saving your preferences and tracking your online habits, traffic patterns, and making sure you do not see the same advertisement too often. The use of cookies is an industry standard.
- We may place a cookie on your browser to store and sometimes track information about you.
- While most browsers are initially set up to accept cookies, you can reset your browser to refuse all cookies or indicate when a cookie is being sent. Please note that some parts of the website will not function properly if you refuse cookies.

#### 7 Use of IP address

- An IP address is a number that is automatically assigned to a computer whenever it is connected to the Internet. We log IP addresses or the location of computers on the Internet.
- We collect IP addresses for the purposes of system administration and to audit the use of the website. We do not ordinarily link IP addresses to Personal Information, which means that your session may remain anonymous. However, we cannot guarantee that this will always be the case, as it may be necessary to identify a particular user when it is necessary to enforce compliance with the Privacy Policy or to protect our website, its users or other interests.

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## 8 Contact Information

If you have any questions in relation to this document, please feel free to contact us at:

**Tel:** +27 21 650 5078

**Email:** [info@uctboardcourse.co.za](mailto:info@uctboardcourse.co.za)

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## 9 Document Communication

This document shall be available on our website ([www.uctboardcourse.co.za](http://www.uctboardcourse.co.za)\_terms and conditions) to all users (including contractors and third parties).