

## Privacy Policy - Triple Play

Respecting and protecting your Personal Information (please refer to the definition of Personal Information at the end of this policy statement) is most important to Triple Play. It is also a Constitutional right, legal, and good business practice requirement, which we take very seriously.

In line with the 8 Conditions in the Protection of Personal Information Act, 4 of 3013 (the Act), we:

- Accept accountability to responsibly manage and protect your Personal Information when providing our training services to you.
- Undertake to only receive from you, the Personal Information that is necessary for the purpose to assist you.
- Undertake not to share or further process your Personal Information with anyone if not required for assisting you.
- Undertake to safeguard and protect your Personal Information in our possession.
- Undertake to freely confirm what Personal Information we have and to keep it for no longer than legally required.
- All PC's and laptops will have updated ESET® NOD32 antivirus software.
- Password protect all folders containing Personal Information.
- When emailing Personal Information, this will be in PDF password protected format.
- We will utilise online platforms to enter Personal Information for student registration purposes only. This will be done in strict adherence to the requirements of the Act.

### **We collect, use, and keep your Personal Information for reasons such as:**

1. To prepare an invoice and/or quote for you.
2. To register you for a course.
3. To register you with MICT SETA.
4. To register you with the FOA.

Any additional information or concerns can be found and raised with the Information Regulator, who can be contacted as shared below, but please feel free to contact us first to discuss any questions or concerns you may have:

Website: <https://www.justice.gov.za/inforeg/>

Tel: 012 406 4818

Email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

Your Personal Information is defined by the Protection of Personal Information Act (the Act) as:

*“means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to – (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person; (b) information relating to the education or the medical, financial, criminal or employment history of the person; (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; (d) the biometric information of the person; (e) the personal opinions, views or preferences of the person; (f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; (g) the views or opinions of another individual about the person; and (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person”.*

Updated 28 June 2021

Joe Botha

