

## **SECTION 18 NOTIFICATION TO POTENTIAL AND EXISTING STAFF, MEMBERS OF COUNCIL AND OTHER VARIOUS COMMITTEES; RETIREE, ADJUNCT, HONORARY & VISITOR APPOINTMENTS**

The University of KwaZulu-Natal, located at University Road, Chiltern Hills, Westville, 3629, South Africa (hereinafter referred to as “UKZN” and/or “the University”), is required to process your personal information for any or all of the following reasons:

- to complete your application for employment and/or subsequent placement at the University as an employee and/or a member of Council and/or other committees and/or as a retiree, adjunct, honorary and/or visitor appointment, if successful;
- for verification of educational, employment history and/or credit history (if relevant);
- to facilitate the process of allowing you access to the various University systems and premises;
- to communicate with you regarding University activities;
- for payment purposes;
- for statistical purposes;
- for the various reasons pertaining to your employment for example membership of the University medical aid scheme;
- for performance management processes;
- to facilitate the process of authorising and allowing you access to the various University premises;
- for marketing, communication and/or information purposes;
- for soliciting donations;
- as a good governance practice
- for travel arrangements pertaining to your appointment (if applicable) at the University.

The types of information that may be processed (dependent on the reason for processing as stated above) may include your:

- name and surname;
- maiden name (if applicable);
- image;
- identity number;
- UKZN staff number (if applicable);
- Date of birth;
- Nationality;
- Passport number (if relevant);
- Work permit details (if applicable);
- Citizenship details (if applicable);
- Driver’s license details;
- Gender;
- Details regarding any disabilities (if applicable);
- Marital status;
- Number of dependants;
- Criminal convictions (if applicable);
- Previous dismissals from employment (if applicable);
- Contact details;
- Residential and/or postal address;
- Next of Kin details;
- Languages that you are able to speak and/or read and/or write;
- Membership of professional bodies;
- Secondary and tertiary education details;
- Details of any other education initiatives pursued;
- Awards and/or other forms of recognition;
- Employment history (which may include details of teaching and research activities if applicable);
- Curriculum Vitae.

The afore-mentioned information must be provided by yourself and/or your parent/guardian (if you are younger than 18 years of age) **(this would apply to students who tutor if they are younger than 18 years of age)**. The provision of the afore-mentioned information is both a mandatory and a contractual requirement (to fulfil the contractual agreement between the University and yourself should you be accepted into the University as an employee; and/or member of Council and/or other committee; and/or as a retiree, adjunct, honorary and/or visitor appointment) and the failure to provide same and/or an objection to use the information may result in your non-acceptance at the University (in any and/or all of the afore-mentioned posts) as your information is required for the legitimate reasons as mentioned in this document.

Your personal details may also be utilised by the University for marketing and/or communication and/or branding initiatives.

The University may also be bound by legislative requirements (such as those contained in the Higher Education Act 101 of 1997 and the various applicable Labour Laws) and/or good governance practices to obtain and/or retain the information for record keeping and/or statistical purposes.

UKZN will endeavour to ensure that the appropriate security measures are in place and/or implemented, for both electronic and paper based formats that are used for processing your personal information, to avoid any and all instances of security breaches.

Should a cross border transfer of your information be required, the University undertakes to ensure that the recipient of the information is bound to safe-guard your information in accordance with the requirements of the Protection of Personal Information Act 4 of 2013.

Recipients of your information may include the University, government structures, potential employers (should you apply for subsequent employment and your potential employer is required to verify your previous or current employment with the University) and/or research institutions. Where your information is required for the research purposes, the University will endeavour to ensure that same is fully anonymised and de-identified.

You have the right to access and amend your personal information using the relevant University platform and you remain solely responsible for ensuring that your information is correct and up to date at all times. Please send an email to [informationoffice@ukzn.ac.za](mailto:informationoffice@ukzn.ac.za) for guidance in this regard.

The continuation and completion of the application process by yourself and/or your continued employment with the University is interpreted as your specific and informed expression of will as required by the Protection of Personal Information Act 4 of 2013.

Should you wish to lodge a complaint in this regard, kindly contact the Information Regulator. The contact details are as follows:

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Website: <https://www.justice.gov.za/infoereg/>  
Address: **The Information Regulator (South Africa)**  
JD House, 27 Stiemens Street  
Braamfontein, Johannesburg  
P.O Box 31533  
Braamfontein, Johannesburg, 2017  
**Complaints** email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)  
**General enquiries** email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)  
Telephone: +27 (0) 10 023 5200