

An IsiZulu version of this message has been circulated.

Dear members

POPIA COMPLIANCE

UKSU has taken the necessary steps to comply with the requirements of the Protection of Personal Information Act [POPIA or POPI Act].

This message contains important information for members, please take note of the following:

- 1) An UKSU POPIA Policy has been developed and approved by the UKSU Executive. A copy is attached and is available on the UKSU website <https://uksu.ukzn.ac.za/>.
- 2) The UKSU Information Officer, is registered with the Information Regulator - Raymond Parkies, contactable via parkiesr@ukzn.ac.za.
- 3) Requests in relation to POPIA should be directed to the Information Officer parkiesr@ukzn.ac.za and copy to the Union email uksu@ukzn.ac.za.
- 4) This message informs current members that the personal information they provided to UKSU, when submitting their membership application, is stored and utilised in terms of the UKSU POPIA Policy.
- 5) The POPI Act does not forbid the collection of personal information but it requires that those whose personal information is requested are entitled to be informed of how the information will be used and secured [refer to the Policy].
- 6) Members are hereby informed that:
 - their membership application forms are submitted to HR Rewards, for processing the stop order for membership subscriptions - the BCEA, at section 34(1)(a) requires written authorisation for the deduction, thus the University is obligated to retain the instruction;
 - the UKZN POPIA provisions apply to that documentation, especially that trade union membership is termed "special personal information";
 - a copy of the UKSU membership application form is stored electronically by UKSU;
 - members are included in the membership address book, in order to receive messages from the UKSU Executive - members may request to have their name withdrawn from the address book by emailing the Information Officer parkiesr@ukzn.ac.za and uksu@ukzn.ac.za.
 - from time to time photos from UKSU events that include members, may be posted on its website and / or Facebook page - members may request to not have any photo posted that includes them, by emailing the Information Officer parkiesr@ukzn.ac.za and uksu@ukzn.ac.za.
 - a member may instruct UKSU not to retain their personal information as was provided in the membership application form, by emailing the Information Officer parkiesr@ukzn.ac.za and uksu@ukzn.ac.za.
- 7) If at any future time a member wishes to instruct UKSU to remove their names from the email address book, not to post photos and / or to no longer store their information, they may do so at any time by following points 3 and 6.
- 8) It should be noted that if a member instructs UKSU to remove their personal information, they will also have to resign from UKSU as this information is required for UKSU's membership records and to enable the services offered by UKSU to its members.
- 9) The UKSU membership application form has been amended to include information to new members regarding POPIA, including consent to the processing, use and storage of personal information. A copy is attached.

- 10) Current members are not required to submit a “new” membership form as the information has already been provided by them.
- 11) All future member messages will include a reminder that members may UNSUBSCRIBE with details on how to do so.
- 12) UKSU’s Facebook page will be changed to a closed group prior to 1 July 2021.

Regards

UKSU REPRESENTATIVE COMMITTEE