



**UNIVERSITY OF KWAZULU-NATAL STAFF UNION
REPRESENTATIVE POPIA CODE OF CONDUCT & DECLARATION**

NAME: _____ **EMAIL:** _____

The University of KwaZulu-Natal Staff Union (UKSU) Executive is collectively responsible for the management of the Union, in terms of its Constitution, the relevant provisions of the Labour Relations Act No. 66 of 1995 (as amended) and the Protection of Personal Information Act. Members of the UKSU Executive and appointed Organisers, also act individually and together with other members of the UKSU Executive, in dealing with member employment related matters to regulate relations between employees and the University.

Process for Case Management

- Before assisting any member, ensure the UKSU Officer has the name and staff number of the member and has issued an UKSU case number.
- All files related to a specific case should be password protected before sharing with the relevant person dealing with the member's case.
- At the conclusion of the case, all files must be submitted to the UKSU Officer for storage.
- Once files are submitted to the UKSU Officer and acknowledged as received, the UKSU Executive member or Organiser must destroy all files related to the case on their computer and destroy any hard copies.
- Inform the UKSU Information Officer and the UKSU Officer immediately of any loss of, damage to or unauthorised destruction of any personal information held and / or a security breach that enables a third party to unlawfully access the personal information of the member.
- On request, inform the UKSU Information Officer and / or the UKSU Officer that the personal information has been destroyed after use.

Breaches

Should any member of the UKSU Executive or an Organiser breach these requirements, the UKSU Executive will consider the matter in terms of its Constitution.

I (Full name): _____,

being an UKSU Executive member or Organiser, declare that in order to carry out the responsibilities as an Executive member or Organiser, I confirm that I will:

- read the POPIA legislation;
- comply with the requirements of the POPI Act;
- act with due care and diligence at all times when dealing with members' personal information;

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- abide by the systems setup in UKSU to manage the personal information of members;
- comply with the case management process described;
- abide by the contents of this document, the UKSU POPIA Policy and any future POPIA related amendments.
- I acknowledge that I may not divulge any confidential information about any member unless such information is in the public domain or I am authorised by the member to whom such information relates to release it.
- I understand and accept that it is my responsibility to ensure my ongoing competence and knowledge in relation to POPIA regulations.

Signed at:_____Date: _____

UKSU Executive / Organiser Name _____

UKSU Executive / Organiser Signature. _____