



UNIVERSITY OF KWAZULU-NATAL STAFF UNION (UKSU) Protection of Personal Information Policy

1. Introduction

- 1.1 UKSU is the University of KwaZulu-Natal Staff Union.
- 1.2 UKSU is committed to processing all personal information lawfully, transparently, securely, and in accordance with the Protection of Personal Information Act 4 of 2013 ('**POPIA**'), and related legislation.
- 1.3 This policy sets out the manner in which UKSU processes personal information.
- 1.4 For purposes of this policy “we”, “us”, “our” refers to UKSU, and “you”, “your”, “user” refers to the data subject.

2. Personal Information

- 2.1 Personal information is any data relating to an identifiable living or juristic person and includes: contact details, demographic information, information about a person's criminal, education, employment, financial or medical history, or any other information that can be used to identify a person.
- 2.2 Special Personal Information is information concerning:
 - (a) a child; and
 - (b) personal information concerning the religious or philosophical beliefs, race or ethnic origin, trade union membership, political opinions, health, biometrics, DNA, sexual life and

- (c) criminal behaviour of a person to the extent that such information relates to (i) the alleged commission by them of any offence; or (ii) any proceedings in respect of any offence allegedly committed by them or the disposal of such proceedings.

3. How does UKSU use Personal Information?

- 3.1 Personal information collected by UKSU will be processed for the admission of members of UKSU and performance of UKSU's functions and responsibilities in service of its members. Specifically, we will use personal information in relation to: our services to members; administrative purposes; and for ensuring the security and integrity of our systems and procedures and when you refer new members.
- 3.2 Your personal information concerning your membership of UKSU is necessary for UKSU to achieve its aims and perform its functions as a trade union in support of its members, and is processed with your consent, or in terms of section 30(1) of POPIA.

4. What Personal Information is Collected by UKSU?

- 4.1 UKSU will collect personal information from you when you apply for membership, when we provide services to you, when you communicate with us and when you use our website <https://uksu.ukzn.ac.za/>. Our website is hosted by the University of KwaZulu-Natal ('UKZN') and the privacy policy of UKZN available on their website at <https://ukzn.ac.za/general/privacy-policy/> sets out the privacy practices applicable.
- 4.2 UKSU will collect a membership application form and debit order instruction, and will maintain a record of members. This information will be disclosed to UKZN for administrative purposes including the deduction by UKZN of the monthly debit order for membership fees from members' salaries. Save as otherwise indicated this information must be supplied to us, and kept updated,

failing which UKSU reserves the right to refuse an application for membership or terminate existing membership.

4.3 The personal information collected by UKSU to process your application for membership and maintain its membership records will include:

- Name;
- Contact details such as telephone number and email address;
- Employment details including staff number, job title, department and campus, whether you are employed on permanent or contract basis, for staff on fixed term contracts, the date your contract ends, and whether you wish to automatically renew membership upon the renewal of your contract;
- Demographic information pertaining to race and gender, which we collect in order to monitor employment equity as defined in the Employment Equity Act 55 of 1998;
- Information required to process the debit order of your monthly membership fee;
- The name and staff number of a referring member (which may be voluntarily supplied by new applicants).

4.4 When you request our services you consent to supply all information reasonably requested in relation to the particular case. Where we appoint an UKSU Representative Committee member or organiser to provide assistance to you, or we appoint an external legal representative to handle a case on your behalf, you consent to us providing the appointed Representative Committee member, organiser or external legal representative with any personal information required to act on your behalf in the matter. The Representative Committee member, organiser or external legal representative will be required to handle your matter in confidence.

4.5 UKSU collects personal information directly from the member(s) concerned, and will notify member(s) in the event it collects personal information about them from any other source. In order to monitor our status as the majority

union in the bargaining unit (made up of permanent and fixed term contract staff on contracts of 12 months and longer) UKSU will request that UKZN provide us with the appointment type of each member, and you consent to UKZN providing UKSU with this information.

- 4.6 From time-to-time, UKSU may act as an operator, as defined in POPIA, when it processes personal information on the instructions of another responsible party and undertake to do so only for purposes expressly authorised by that party and if we are reasonably satisfied that they have secured all consents required or have other lawful grounds for such processing.
- 4.7 UKSU operates a Facebook page for its members, and may post updates on member events or other news that includes personal information such as the names or photographs of our members. Names or photographs of our members may also be posted on the UKSU website. You may notify the Information Officer by email if you would like your personal information removed, amended or omitted from our Facebook posts.
- 4.8 When a new member joins UKSU they may voluntarily provide UKSU with the name and staff number of the member who referred them, and you consent to UKSU collecting this information in respect of any incentives that may be offered to referring members.

5. Where is my Personal Information Processed?

- 5.1 Information will be stored securely by the UKSU Information Officer, and the UKSU staff member(s) responsible for handling a case on your behalf or providing any other service to you.
- 5.2 UKSU uses information and communication technologies, including email and Microsoft 365 for Office. These applications and associated data are hosted on the email and web servers of UKZN, who in turn may engage cloud service

providers, subject to their data privacy policies. In the event you have any queries or concerns in this regard, please contact the Information Officer.

6. Your rights in relation to Personal Information (Access, Deletion and Correction of Personal Information)

6.1 Save as provided herein, the provision of personal information by any data subject to UKSU is entirely voluntary – you may withdraw your consent at any time, or you may contact us at [uksu@ukzn.ac.za] to:

i) enquire about what personal information of yours we hold; and/or

ii) request us to delete and/or correct your personal information; and/or

iii) object to us processing your personal information on reasonable grounds pertaining to your particular situation.

6.2 UKSU will only retain personal information for as long as it is required to provide the services requested, and will under the instruction and authority of the Information Officer, ensure that all personal information is deleted when it is no longer required to perform the services or for archival or legal purposes.

6.3 Requests must be made in writing to the UKSU Information Officer, and provide adequate proof of the requester's identity to the satisfaction of UKSU.

6.4 We will confirm free of charge whether we hold any personal information about you but the UKSU Representative Committee can apply a reasonable fee for all other requests.

7. Information Officer and Responsible Party

7.1 The responsible party for the implementation of this Policy is UKSU and operationally the UKSU Representative Committee. An Information Officer will

be appointed by the UKSU Representative Committee after each Annual General Meeting.

- 7.2 If you have any requests, or queries regarding UKSU's use of data in terms of any applicable laws, please contact the Information Officer: [Raymond Parkies] [parkiesr@ukzn.ac.za].

8. Safeguarding Personal Information and Data Breach

- 8.1 UKSU will take reasonable and adequate technical and organisational measures to ensure your personal information is secure, accurate, reliable and up-to-date.

- 9.2 In the event of loss of, damage to or unauthorised destruction of any personal information held by UKSU and / or a security breach that enables a third party unlawfully to access the personal information of data subjects the Information Officer will notify the Information Regulator and the data subjects affected as soon as reasonably possible, subject to legitimate law enforcement requests to delay notice and reasonable measures to identify the data subjects affected, determine the scope compromise and restore the integrity of UKSU's information systems.

10. Other important privacy information

- 10.1 This policy is subject to change and we will take all reasonable steps to notify users in the event of change hereto.

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For UKSU

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