UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

04 January 2022

A PRIVACY NOTICE FOR UCT WEBSITES

When you visit our websites, we collect personal information about how you interact with the site and when you submit an online form. We use this information to respond to your requests and to improve our websites. This privacy notice will help you understand how we do that. This notice may change, and we will update the date at the top of this page if it does.

1. INFORMATION WE COLLECT AND USE

We collect your information when you complete any online form available on our websites. We use the information to review and respond to your application, query, or request. When appropriate, we will provide more detail about how we use your information on the form.

We use cookies to make our site work and to measure how you use the site. Essential cookies enable core functionality such as security, network management, and accessibility. We also use cookies to manage your preferences. For instance, to hide a pop-up notice for a specific time after you have acknowledged it.

We use analytics software to collect information about your behaviour when you visit our websites. We get an aggregated view of users' behaviour that we use to improve users' overall experience. We do not track individual users. We use analytics, market research and targeted advertising tracking technologies to share your website usage data with third parties. You may disable cookies by changing your browser settings, but this may affect how the websites functions.

2. HOW WE SHARE YOUR INFORMATION

We will only share your personal information with others if necessary to manage our relationship with you or ensure that the University runs smoothly.

We may share your information with service providers to help us:

- communicate with you;

- process your application, query, or request;

- manage our online content and services; and

- manage operations.

We only share the information that the service provider needs – nothing more. Whether our service providers are in South Africa or another country, they must agree to keep your personal information as safe and confidential as we do. And they may only use it for the reason we share it with them. We make sure that we have the necessary contracts in place before we share your information.

3. WE DON'T HOARD YOUR INFORMATION

We only keep your information for as long as we must for business reasons or as the law requires.

4. WE DO OUR BEST TO KEEP YOUR INFORMATION SECURE

We have reasonable security measures in place to protect your personal information from:

- being lost;

- being used in the wrong way or for the wrong reason;

- being accessed without permission;

- being changed; and

- being destroyed.

If any of these things happen, it is called a security **breach**.

The more sensitive the information is, the better we protect it. Although we cannot guarantee that we will never experience a breach, we check our systems regularly for security issues. If something should happen, we have taken steps to minimise the threat to your privacy. We will let you know if your personal information has been compromised and let you know what you can do to minimise the impact of the breach. If you suspect that we (or you) have had a security breach, please let us know immediately by sending an email to uctcsirt@uct.ac.za. Please include as much information as you can about what may have happened.

5. YOUR RIGHTS AND PREFERENCES

You have the right to:

- ask what we know about you;

- ask what personal information we sent to our suppliers, service providers, or anyone else;

- ask us to update, correct or delete any out-of-date or incorrect personal information we have about you;

- unsubscribe from marketing;

- object to our use of your personal information;

- ask that someone review certain automated decisions that we make about you, express your point of view about those decisions, and ask us to explain the decision; and

- complain to the Information Regulator.

It can take us up to 21 days to respond to your request because there are procedures that we need to follow. In some instances, we may ask you for proof of your identity or a valid proof of residence.

6. CONTACT US

If you have any questions about this notice, please email us at popia@uct.ac.za.
You can also contact our Information Officer at:

Email	popia@uct.ac.za
Address	Woolsack Drive
	Rondebosch
	Cape Town
	7701