



as at 10 June 2021

Any changes or updates made to this notice in future
will be posted on the Unigrad College website
www.unigradcollege.co.za

The Privacy Notice

The purpose of this privacy notice is to set out how Unigrad College makes use of the personal information that you provide to us when you request information, use our website (including the student portal), register for a course of study, or use any other services provided by Unigrad College. This will be explained under the following sections:

1. How Unigrad College Collects your Personal Information
2. How Unigrad College Uses your Personal Information
3. How your Personal Information is Stored
4. How your Personal Information is Protected
5. How you may Access and Control your Personal Information
6. How you can Contact Unigrad College in connection with your Personal Information

Unigrad College undertakes to comply with regulatory requirements and if any part of this notice is found to be non-compliant in terms of applicable law, that part will be deleted from the notice without affecting the continued validity of the other parts of the notice.

1. How Unigrad College Collects Your Personal Information

In terms of the POPI Act, 'Personal Information' means information relating to an identifiable natural or juristic person. Information which does not specifically identify you is therefore not regarded as personal information.

When you make contact with Unigrad College in person, by phone, by e-mail, by Whatsapp, through our website, or through a third party, for the purpose of requesting information, submitting an application or registering for a course of study, we may request you to submit certain personal information to enable us to provide the service you require.

2. How Unigrad College Uses Your Personal Information

If you are under 18 years of age, Unigrad College will seek the consent of a parent, legal guardian or sponsor with regard to any processing of your personal information, unless we may lawfully process this information without such consent.

Unigrad College undertakes to use personal information only for the purposes for which it was collected or if required by law to do so.

Unigrad College may collect, process, store and retain personal information for the following purposes:

- Administration of study programmes
- Compliance with regulatory requirements
- Confirmation of identity for website access

- Development, maintenance and security of our website
- Enhancement of website usage through `cookies`
- Maintenance of database
- Maintenance of records of communication between the college and its students
- Protection of our rights
- Provision of information via our website
- Provision of marketing information
- Provision of service
- Provision of technical support and customer service and any other lawful purposes.

3. How Your Personal Information Is Stored

Unigrad College may store personal information for a period of time for the following reasons:

- Evidence of studies completed
- Academic records
- In compliance with legal or regulatory requirements
- For the continued efficient operation of the college and the provision of service

4. How Your Personal Information Is Protected

Unigrad College undertakes to ensure that its use of personal information is lawful and necessary to the operation of the college and to the provision of service.

Measures are in place to safeguard your personal information against unauthorised access, destruction and loss, however, should any of the above occur, you will be notified immediately.

To ensure that the personal information we hold is accurate at all times, it is your responsibility to provide us with personal details which are accurate, up-to-date and complete.

Unigrad College will not disclose your personal information to other parties, except in the following circumstances:

- Where such disclosure is required by our agents, service providers and suppliers in order for them to deliver appointed services to Unigrad College and its students. In these circumstances, the privacy notices of the agents, service providers and suppliers provide the same levels of protection of personal information as this notice.

- Where disclosure of personal information is required in order to meet the terms of a contract between Unigrad College and you.
- Where disclosure of personal information is required to protect the rights of Unigrad College or any other third party.
- Where the disclosure of personal information is lawfully required by any regulatory body.

When Unigrad College is required to transfer personal information to a destination beyond the borders of South Africa which may not have comparable privacy regulation in place, we will ensure that an agreement between Unigrad College and the foreign party is in force which makes provision for the protection of personal information to the same standards as South African regulations.

5. How You May Access And Control Your Personal Information

The PAIA entitles you to access your personal information. Should you wish to access the information held about you by Unigrad College, please consult Unigrad's Section 51 PAIA Manual for guidelines on how to request information.

The manual is available on the Unigrad College website:
www.unigradcollege.co.za.

You may choose not to receive direct marketing communication from Unigrad College and you are free to opt out at any time. Your request to opt out must be e-mailed to the address provided under point 6 below.

6. How You Can Contact Unigrad College In Connection With Your Personal Information

Should you have any questions or queries regarding privacy, the protection of information or the access to information, you may contact Unigrad College by e-mail: info@unigradcollege.co.za