



PRIVACY NOTICE
OF
SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
PUBLISHED IN TERMS OF THE PROTECTION OF PERSONAL
INFORMATION ACT, 2013

1. ABOUT SMU

Sefako Makgatho Health Sciences University (“SMU”) is a public higher education institution established as such in terms of the Higher Education Act, 1997 (“the Act”). It operates in terms of the Act, Institutional Statute of the Sefako Makgatho Health Sciences University, 2022, laws of the Republic of South Africa and various institutional rules approved by its Council, as its governing body. SMU was established on 15 May 2015, it is the only health sciences university in South Africa, and it is located at Molotlegi Road, Ga-Rankuwa, Gauteng Province, South Africa. In particular, SMU is committed to protecting the privacy of your personal information, and to comply with its responsibilities to process your personal information in the manner that is consistent with applicable laws, including the Protection of Personal Information Act, 2013 (“POPI Act”).

2. PURPOSE AND SCOPE OF THE PRIVACY NOTICE

The purpose of this privacy notice is to outline how your personal information is collected, used, stored and the reasons thereof by SMU. This privacy notice applies to personal information obtained from, amongst others, SMU’s current and former students, customers, job applicants, employees, members of its Council, members of committees of its Council and other structures of SMU, contractors, suppliers or service providers, members of its alumni, research participants and donors. The provisions of this privacy notice are subject to the applicable laws, including the POPI Act.

3. PERSONAL INFORMATION SMU COLLECTS

Should you engage with SMU, be it as a prospective student, student, job applicant, employee, contractors, donor, research participant, or otherwise, SMU may collect your personal information such as your identity number, contact details, qualifications, employment history, banking and financial details, vehicle registration numbers, private or confidential information.

4. MANNER OF COLLECTING PERSONAL INFORMATION

- 4.1 In the main, SMU will collect personal information directly from you during its interactions with you. The interactions may include instances when you apply for admission or registration at SMU, during your application for employment, when SMU seeks to procure

goods or services from you, or when you make enquiries from SMU. In certain instances, SMU may collect personal information about you from lawful third party sources such as public records, previous education institutions at which you may have studied or referees provided by you.

- 4.2 SMU may, also collect your personal information when you are granted access to its events or campus for security and other reasons such as for compliance with the relevant health and safety regulations. Your personal information may also be collected through recording, film, video, audio, and photography during an event of SMU or during your visit at SMU campus.

5. USE OF PERSONAL INFORMATION

- 5.1 SMU may use your personal information for various purposes, including to:

5.1.1 pursue SMU's legitimate business interests;

5.1.2 comply with its legislative and other obligations as a public higher education institution, employer or party to a contract;

5.1.3 provide teaching, learning and research;

5.1.4 manage access to SMU campus, or for use of various facilities of SMU;

5.1.5 maintain safety, security and discipline at SMU campus and other facilities;

5.1.6 operate security, disciplinary, complaint and quality assurance processes and arrangements; or

5.1.7 ensure that its information communication and technology facilities, networks and communication systems are secure.

- 5.2 Without processing your personal information, it may prove impossible for SMU to fulfil its obligations, whether under contract with you or in terms of the SMU's statutory obligations. Your consent is not required where SMU is required to process your personal to fulfil its obligations under contract with you or in terms of the other justifications prescribed by the POPI Act. In any event, withholding your personal information may obstruct or prevent

SMU from being able to render services to you and carry out its obligations, under contract or in law.

6. DISCLOSURE, SHARING AND TRANSFER OF PERSONAL INFORMATION

6.1 SMU will not share your personal information with other organisations (including service providers), or anyone else unless if that disclosure:

6.1.1 has been consented to by you;

6.1.2 is for a purpose(s) consistent with the purpose for which the personal information was initially collected;

6.1.3 is pursuant to an obligation in terms of the law; or

6.1.4 is necessary to protect your interest or SMU's legal interests or rights.

6.2 Access to your personal information is limited to those who have a need to know such information within SMU, or for the purposes described in this privacy notice, including functional support within SMU such as the Registrar's Division (including the Legal Services Office), Human Resource Department, Finance Department, and Information Communication and Technology Department.

7. SAFEGUARDING OF PERSONAL INFORMATION

7.1 SMU has taken steps to adequately protect your personal information against loss, misuse, unauthorised access, modification, or destruction. These measures include but are not limited to, password protection for electronic files, securing paper files, physical access restrictions, technological and other organizational measures.

7.2 In addition, SMU will continuously review its security controls and processes, considering internal and external threats, to ensure that security controls are well aligned with identified security risks, and ensuring as far as possible that your personal information is secure. In the event of a data breach, SMU undertakes to notify you and also let you know how you can help minimise the impact of the breach.

8. YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION

8.1 Subject to the POPI Act, you have the right, amongst others, to:

8.1.1 require SMU to confirm whether or not it holds any of your personal information;

8.1.2 require SMU to amend/update your incorrect or incomplete personal information;

8.1.3 object to, or require SMU to stop, processing your personal. This may, amongst others, be an instance where the processing of your personal information is no longer necessary;

8.1.4 require SMU to erase your personal information;

8.1.5 where SMU's processing of your personal information was based solely on your consent, you may withdraw your consent.

8.2 Your rights above are not absolute, they are subject to the POPI Act and the law.

9. CHANGES TO THIS PRIVACY NOTICE

SMU reserves the right to update this privacy notice.

10. COMPLAINTS

If you have a complaint and you remain dissatisfied with how your complaint was dealt with by SMU, you may refer your complaint to the Information Regulator who can be contacted using the contact details below.

Telephone : 010 023 5200

Email address : POPIAComplaints@inforegulator.org.za

11. CONTACTING SMU

Any questions, requests and inquiries concerning this privacy notice, and the information set out in the notice may be directed to SMU's Deputy Information Officer, who can be contacted using the contact details below.

Name	Title	Contact number	Email
Dr JM Mabelebele	Registrar	012 521 4979 / 4203	jeffrey.mabelebele@smu.ac.za