

ACADEMY FOR FACILITY MANAGEMENT PRIVACY NOTICE**Company Registration Number: 2005/037308/07****Introduction:**

To carry out our Vision and Mandate, The Academy for Facility Management (hereunder referred to as “The Academy” needs personal information relating to both individual and juristic persons.

This Privacy Notice serves as a general notice to the public informing them of the Academy’s commitment to Privacy Protection within its day-to-day functioning. This notice forms part of The Academy’s websites’ terms and conditions. It seeks to explain how The Academy may use Personal Information collected from you when you use our website or our student portal. If you do not agree with any terms of this POPI notice, you must cease your access of this website or portal immediately.

Who we are:

The Academy for Facility Management is a duly registered private higher education institution focused on facility management (FM) education and training. In allowing students to consolidate their experience within the industry, we offer a Higher Certificate in Facilities Management (NQF5) which progresses to an Advanced Certificate in Facilities Maintenance Management (NQF6).

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act. 1997. (Registration certificate No.2009/HE07/012.)

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 082 568 5824 Enterprise No. 2005/009477/23 e-mail: info@a4fm.ac.za website www.a4fm.ac.za

The Academy for Facility Management is registered as a company with the CPIC (Enterprise Reg. No. 2005/037308/07) and was formally registered by the Department of Higher Education and Training as well as SAQA during 2009.

The type of personal information we collect:

We currently collect and process the following information:

- For prospective students: personal identifiers, contact information (for example, name and surname, and contact details such as your telephone number(s) email and physical address). We may also collect information about where you work (your employer).
- If you register (complete a registration form), we are required to collect further information including your ID number, disability status, work address and employment status.
- If you become a registered student, the National Learner Registration Database, which we are mandated¹ to update with our student information, also directs that we must collect information about your race and gender.
- We obtain and process results from assessments (marks) and academic information from our registered students.

How we get the personal information and what we use is for:

Most of the personal information we process is provided to us directly by you. Where lawful and reasonable, we may collect Personal Information about you from third parties and publicly available sources.

We collect your Personal Information, for one of the following reasons:

- To enable you to register and study at our institution.
- To comply with the regulatory requirements of statutory regulators like SAQA, the CHE and the DHET (e.g., NLRD submissions)

¹ Higher Education Act / Regulations for PHEIs

- To send marketing materials to interested parties (potential students) who have shown interest in our programmes of study or services.

We store your Personal Information for one of the following reasons:

- To be able to provide accurate statistics and data about our throughput rate and other academic or industry data to statutory regulators and the general public.
- To verify students' qualifications for prospective employers, verification agencies or past students who may have lost their academic information.
- To be able to keep in touch with our Alumni.
- To contribute to the body of knowledge, andragogics or enterprise in the field and the Facility Management industry.
- To carry out other organisational functions such as Payroll functions, Property functions and financial functions with business partners and contractors.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Employers who may enquire about studies on your behalf
- Partners, spouses and parents who enquire about studies on your behalf
- Business references and contacts from previous business engagements.
- We may passively collect information from your website usage and store that information on our server logs, including your internet protocol address ("IP address"), browser type, operating system, device identifier, device model, software version, or mobile or ISP carrier information.
- We also use Cookies and other technologies to collect information about your visit to the Academy website, such as the date and time of your visit, the information you searched to find the Academy website, or your activity on the Academy websites.
- Assessments submitted to the Academy by registered students.

We use the information that you have given us in order to:

- Create a database of our students and alumni
- Communicate with our registered database
- Create statistical references
- Enable you to obtain a qualification or study at our institution
- Execute our organisational functions.
- Assess academic submissions by registered students

We may share this information with:

- Our contracted lecturers, markers and moderators.
- Our Regulatory bodies (CHE, DHET, SAQA)
- Our IT contractors (Mat Computers and Boost IT).
- Our Auditors and Accountants
- In the execution of business activities where the activity relates to you.

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification grounds which we base our processing on consist out of the following:

- The data subject (you / the person whose information is collected) or a competent person where the data subject is a child, **consents** to the processing. Kindly note that you have the right to withdraw your consent. The withdrawal of this consent will however, render you unable to study at our institution as we have must comply with regulators (SAQA, DHET, CHE) in providing and storing our students' personal information.
- The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party.
- The processing complies with an **obligation** imposed by law on The Academy.
- The processing protects a **legitimate** interest of the data subject.

- The processing is necessary for the proper performance of a **public law** duty by The Academy; or
- The processing is necessary for pursuing the legitimate **interests** of The Academy or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored on Moodle (web-based database application) and on our internal IT system (managed with Dropbox).

We keep your information for:

- the duration of which someone is a registered student of the Academy lasts - as long as we are directed by statutory regulators to do so.
- We will then dispose your information at the end of the relationship by either deleting the electronic database entry or destroying the actual file and papers.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to the Academy. We may charge you a fee for this service.
- You may also request the Academy to correct or supplement any of your personal data which they will undertake as soon as practicable.
- You are entitled to request the destruction of your personal data. We will consider your request in the light of any other laws or regulations prohibiting us from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@a4fm.ac.za if you wish to make such a request.

Our Contact Details:

Website Address: www.a4fm.ac.za

374 Cliff Avenue, Waterkloof Ridge, Pretoria

Postnet Suite 593, Private Bag X04, Menlo Park, Pretoria, 0102

info@a4fm.ac.za

How to object / register a complaint:

If you have any concerns about our use of your personal information, you can register a complaint with the Academy at info@a4fm.ac.za

You can also register a complaint with the Information Regulator if you are unhappy with how we have used your Information. Their contact details are as follows:

The Information Regulator (South Africa)

33 Hoofd Street

Forum III, 3rd Floor

BRAAMPARK

Johannesburg

P.O Box 31533

Braamfontein,

Johannesburg,

2017

Complaints email: complaints.IR@justice.gov.za

General Enquiries email: infoereg@justice.gov.za