



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## DHET

### Website Privacy “Policy”, “Notice” or “Statement”

<b>Name of the Document</b>	Website Privacy Policy	
<b>Approved by: Acting DG: DHET Mr Z Mvalo</b>	 Signature	 Date

# Document Ownership Control

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# ICT PRIVACY POLICY

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## 1. Introduction

This website is operated by Department of Higher Education and Training (DHET) or, as appropriate, in the context, “we”, “us” or “our”) whose registered office is at 123 Francis Baard Street, Pretoria, 0001, South Africa.

Protecting your privacy is important to the Department and we respect and value the relationship we have with you. Please take a moment to read the following policy which describes the personal information that you provide to us, or we collect when you use this site.

This policy may change from time to time, so please check back periodically.

This Website “www.dhet.gov.za” is not intended for children, and we do not knowingly collect personal information relating to children.

This is a new Policy for the Department. However, the Policy may change over time, for example to comply with legal requirements or to meet changing business needs. In case there is an important change that we want to highlight to you, we will also inform you in another appropriate way.

## 2. Objective

The objective of the privacy policy also referred to as privacy notice is to provide guidance on how the Department collect and process users data on the Departmental websites. The Department must comply with the obligations created by the Protection of Personal Information Act 4 of 2013.

## 3. Scope of Application

This policy is applicable across the Department; to all employees (from EXCO to lower level employees), including the Department’s consultants, service providers, stakeholders and members of committees where the exchange of personal information is warranted. The policy also applies to the processing of personal information entered in a record by making use of automated or manual methods.

## 4. Personal Information May Be Requested When You

- Use the Departmental websites;
- Request services, support, downloads or information;
- Create and manage an account on the Departmental website;
- Participate in surveys or other activities online or in any other venue;
- Subscribe to Departmental newsletters and informational emails or other materials;
- Interact with us on third party social networks (subject to that third party’s terms of use and privacy policies); and

- Contact the Department.

## 5. Personal Information that may be collected about you

The type of personal information that the Department collect directly from you may depend on how you interact with the Department and may include:

- “Contact Data”: including your personal or work address, email address and telephone numbers;
- “Identity Data”: including your name, last name, username or similar identifier, title;
- “Profile Data”: including information collected progressively when you visit our site including your referral website, pages you visit, actions you take, patterns of page visits and information from forms you fill in;
- “Technical Data”: includes information collected when you access our Website, your internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you are using;
- “Usage Data”: information about how you use our Website;
- “Events Data” includes educational, employment and professional background, dietary and accessibility requirements, and photo;
- Comments, feedback, and other information you provide to us, including information that you send to customer service and messages, appointment inquiries and other information that you wish us to share with our exhibitors, visitors and partners
- “Recruiting information” if you submit your job application and you further agree to participate in a selection process we may collect and process contact information that you provide us such as your name, email address and phone numbers, date of birth, passport or identifying card data, nationality, image, academic and professional data and job history to manage and administer the application and carry out our selection processes, or to comply with any relevant legal or regulatory obligations (e.g. non-discrimination regulations). We may also access to the public information included in your professional social network profiles. We will ensure that this processing is proportionate to the purposes outlined above;
- “Cookies and similar technologies” When you use our website, we collect information via cookies and similar technologies.

The Department will never collect sensitive personal information about you through our website (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, genetic and biometric data, or any information about criminal convictions and offences.

**Aggregated Data.** We collect, use and share aggregated data such as statistical or demographic data for any purpose. Aggregated data may be derived from your personal information but is not legally considered personal information because it does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal information so that it can directly or indirectly identify you, we treat the combined data as personal information, which will be used in accordance with this Policy.

## **6. Sharing your Personal Information**

To respond to your inquiries, process service requests, to keep you informed about your inquiry status, or to share knowledge about an issue or to be able to propose suitable jobs within the Department, we may share information you provide through this website with one or more of our entities. We may also share information provided by our website or generated by your use of our website (or both), with entities of the Department or service providers that have been retained to perform services on our behalf. However, we take adequate measures to ensure that your personal information will always be protected in accordance with applicable legislation.

At times, the Department may be required by law enforcement or judicial authorities to disclose your personal information to the applicable law enforcement authorities. We will disclose your personal information if required by law, upon receipt of a court order or subpoena, to cooperate with a law enforcement investigation or if we otherwise believe disclosure is necessary to exercise, establish or defend our legal rights. We reserve the right to report to law enforcement authorities any activities that we, in good faith, believe to be unlawful.

## **7. Retention of Collected Personal Information**

The Department will retain your personal information for as long as it is required for purposes for which it was collected for, whilst keeping it as up-to-date as possible and making sure that irrelevant or excessive personal information is deleted or made anonymous as soon as reasonably practicable.

## **8. Security of Collected Information**

The Department have put in place appropriate security measures to safeguard your personal information from being accidentally accessed in an unauthorised way, altered or disclosed. Further to this the Department limit access to your personal information to those employees and other third parties who have a business need to know. They will only process your personal information on the instructions of the Department and they are subject to a duty of confidentiality.

In the unlikely event of any suspected personal information breach and the Department will notify you and any applicable regulator of a breach where we are legally required to do so.

## **9. How To Contact Us**

If you have any queries about this Privacy Policy; you need further information about our privacy practices; wish to withdraw consent or correct your personal information, please contact the Departmental Information Officer.

The Departmental Information Officer can be contacted on: Email: [Privacy@dhet.gov.za](mailto:Privacy@dhet.gov.za)

## **10. Privacy Policy Maintenance**

The Privacy Policy will be reviewed as and when the need arises or every 24 months. This can also be on a need basis due to Audit Findings by Auditor-General or Internal Audit.