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NOTIFICATION IN TERMS OF SECTION 18 OF PROTECTION OF PERSONAL INFORMATION ACT

The Sugar Industry Trust Fund for Education (SITFE) requires the Personal Information of the applicant and/or their parent(s) or guardian(s) (herein referred to as '*data subject*'). In terms of Protection of Personal Information Act (herein referred to as '*POPIA*') SITFE has to process the data subject's Personal Information in a lawful and transparent manner, in doing so SITFE hereby gives you notice of what personal information it is collecting, the purpose of collecting the personal information and how we handle the provided personal information.

The purpose of the processing the Personal Information is to consider the applicant as a candidate for financial assistance by the SITFE.

The type of Personal Information that SITFE may process may include, but not exclusive to the following:

- Names and surnames;
- Identity Numbers
- Date of Birth
- Physical and Postal addresses;
- Contact details;
- Financial information;
- Marital Status;
- Education information;
- Student Number;
- Academic Results;

The Personal Information processed shall be treated as confidential and only processed in a reasonable and lawful manner, in accordance with the POPIA. Should SITFE intend using the Personal Information for any other purpose other than for which it was collected, SITFE shall seek the Data Subject's consent

The provision of personal information is both a mandatory and contractual requirement to consider the applicant as a potential beneficiary of the bursary

programme. The failure to provide same and/or an objection to provide the personal information may result in the applicant's non-acceptance to the bursary programme.

SITFE may also be bound by legislative requirements and/or good governance practices to obtain and/ or retain the personal information.

Recipients of the Data Subject's Personal Information may include but are not exclusive to the SITFE Programme Administrator.

The data subject has the right to access and amend their Personal Information at any time. The data subject needs to ensure that their Personal Information is correct and up to date at all times and to keep SITFE updated of any changes to the Personal Information.

The Data Subject further has the right to object to the processing of Personal Information. Should a Data Subject wish to lodge a complaint in this regard, they may do so in terms of the contact the Information Regulator on the following:

The Information Regulator

JD House, 27 Stiemens Street

Braamfontein, Johannesburg

Complaints.IR@justice.gov.za

infoereg@justice.gov.za

010 023 5200

<https://www.justice.gov.za/infoereg/>

