



**Soma Sense Academy (PTY) LTD**  
**Beauty & Hairdressing**  
**Training Academy**  
 REG. 2010/018995/07

## Consent to Process Personal Information

in terms of the Protection of Personal Information Act, Act 4 of 2013 (PoPI)

LEARNER FULL NAMES	
<b>INTRODUCTION</b>	
<p>As SOMA SENSE ACADEMY (PTY) LTD, We hereby wish to explain how we acquire, use, retain and disclose your personal information, as is required by the Protection of Personal Information Act, 4 of 2013 ("PoPI"). Our goal is to take appropriate steps to attempt to safeguard any academic or other personal information that is provided to us. We respect your privacy and your personal information. For this reason, we take all reasonable measures, in accordance with this Policy, to protect your personal information and keep it confidential.</p>	
<b>WHAT IS PERSONAL INFORMATION?</b>	
<p>In terms of PoPI, Personal Information is defined as: information relating to a natural/juristic person, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;</li> <li>• information relating to the education or the medical, financial, criminal or employment history of the person;</li> <li>• any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;</li> <li>• the biometric information of the person;</li> <li>• the personal opinions, views or preferences of the person;</li> <li>• correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;</li> <li>• the views or opinions of another individual about the person; and</li> <li>• the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.</li> </ul>	
<b>PURPOSE OF COLLECTING YOUR PERSONAL INFORMATION</b>	
<p>As a Training Institution, your personal information may be collected by us for the following reasons, some of which are mandatory:</p> <ul style="list-style-type: none"> <li>• to confirm and verify your <b>identity</b></li> <li>• to confirm and verify your <b>scholastic and qualification details</b></li> <li>• to confirm your <b>address, telephone</b> number(s), email address</li> <li>• to confirm your <b>bank details</b> for payment obligations</li> <li>• for disclosing information to a <b>ETQA for example Service SETA or QAP for example SAAHSP</b></li> <li>• for disclosure to an <b>International Examination Body : ITEC</b></li> <li>• to register you on the <b>LMIS or International Examination body systems</b></li> <li>• Place Pictures on our social Media Platforms for marketing purposes</li> <li>• To communicate with you via What'sapp</li> </ul> <p>We shall only collect information that we need and no more than necessary.</p> <p>Primarily, information shall be collected directly from you; however, we may also collect information about you from other sources, with or without your consent.</p> <p>We may collect information about you from sources which are publicly available such as Facebook or Google.</p> <p>Website usage information is collected using "cookies" which allows us to collect standard internet visitor usage information.</p>	
<b>DISCLOSURE OF YOUR PERSONAL INFORMATION</b>	
<p>Your personal information is kept confidential, however, under certain circumstances, to ensure the purpose of collection is met, we may lawfully disclose it to the following third parties:</p> <ul style="list-style-type: none"> <li>• Statutory authorities;</li> <li>• The regulator</li> <li>• Banking Authorities</li> </ul> <p>We may also disclose your personal information, where we have a duty or a right to disclose in terms of law.</p> <p>We have agreements and security measures in place to ensure that all third parties to whom your personal information is disclosed comply with the terms and provisions of the PoPI Act.</p>	

We ensure that third parties fully understand the duties and obligations they become encumbered with in retaining the privacy and integrity of your personal information.

**PROTECTING YOUR PERSONAL INFORMATION**

In terms of legislation, we are obliged to implement measures and strategies to ensure protection of your personal information, whereby, unauthorised access and use is deterred.

Our security policies and procedures which are reviewed on an ongoing basis include the following:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is secured. We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

**ACCESS TO YOUR PERSONAL INFORMATION**

You may contact our offices to enquire what personal information we hold for you. We shall make the information available to you upon request and after reasonable satisfaction that you have confirmed your identity to us.

**CORRECTION OF YOUR PERSONAL INFORMATION**

We are obliged to store information which is accurate and updated.

You may update, correct, amend or delete your personal information at any time.

We will take all reasonable steps to confirm your identity before making changes to personal information

**DECLARATION AND INFORMED CONSENT**

I , declare that all Personal Information supplied to SOMA SENSE ACADEMY (Pty) LTD for the purposes of Training & Education, is accurate, up-to-date, not misleading and complete in all respects.

I undertake to advise SOMA SENSE ACADEMY (PTY) LTD of any changes to my Personal Information should any of these details change.

I hereby permit to SOMA SENSE ACADEMY (PTY) LTD to process my Personal Information, as provided above, and acknowledge that I understand the purposes for which it is required and all terms and provisions in this Notice as well as the SOMA SENSE ACADEMY MEMORANDUM OF AGREEMENT .

Signed at \_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

As Witnesses :

1.

2.