



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

Department of Legal Services
Directorate Governance and Legal Services

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The Vaal University of Technology respects all our students' right to privacy as enshrined in the Constitution. To perform its mandate in the Higher Education and Training sector, VUT has to collect and process student's personal information. In the spirit of transparency, VUT would like to share with its students the nature and extent to which personal information is collected and how VUT will process it.

1. When you register at VUT, we collect your personal information to communicate with you during your studies and generate records necessary for your studies at our institution. We will typically collect the following personal information from you, our student:

- contact information (e.g. name, home address, telephone number(s), fax numbers, email addresses, emergency contact information),
- nationality, race, gender,
- background information (e.g. education, employment, criminal, disciplinary and credit history),
- date of birth, identity document, passport, permanent residence, driver's licence and work permit number
- information relating to any disability you may have, medical information (e.g. if you receive treatment at Student Health Services, whether you have any allergies, vaccination status etc.),
- photographs and other visual images (e.g. CCTV footage),
- academic information,
- banking details,
- biometric information

2. We will use the information collected to generate amongst other things:

- Attendance records
- Academic records
- Statement of results
- Disciplinary hearing records
- Use of facilities and attendance of events records.
- Creation of marketing materials using photographs and other visual images.

3. VUT will also collect your personal information to process the data to meet our contractual obligations with you, our student. This will typically happen when:

- you pay fees to VUT
- Vut uses your banking details to make payments to you or on your behalf, e.g. when VUT facilitates payment of NSFAS allowances.
- Vut tracks your access to campus, residences and other VUT facilities
- VUT conduct and or investigate alleged acts of misconduct by you
- your past academic records are to be verified by third parties
- you are accepted as a student; VUT will keep your online profile on record
- you make use of any of VUT's support services
- your personal information is collected under COVID Regulations
- you contact us on social media, cellphone, telephone and similar platforms such as Zoom, Blackboard, ITS and Microsoft Teams
- Share your information with health and safety, security officials, the SAPS to protect your personal safety
- VUT use your information for research purpose (only with your consent)
- VUT has to compile reports for the CHE and other statutory organisations, funding agencies, employers of students who undergo work-integrated learning
- marketing material is disseminated to you
- you use VUT's online platforms such as Blackboard (VUTELA), ITS etc.

4. VUT may share your personal information with trusted third parties who will keep your information secure. (Where this happens, VUT will have contracts in place to ensure your privacy both locally and abroad).

VUT will only use service providers to assist us to:

- communicate with you
- manage events, career and other services,
- provide work-integrated learning opportunities
- monitor VUT's quality of service delivery
- provide IT services
- provide teaching and learning software programs
- provide teaching and learning services

5. The threat of hacking is real; at VUT, we have taken reasonable steps to prevent and minimise the impact of a breach. We have security measures in place to:

- protect your personal information from loss, misuse, unauthorised access, being altered and being destroyed. (The more sensitive your information, the more stringent protection measures will be in place)
- minimise the threat to your privacy

6. Although we will do our utmost to protect your personal information by checking and monitoring our systems for vulnerabilities and attacks, no system is perfect.

If something does go wrong, we will:

- Contact you and let you know if your personal information has been compromised.
- Guide you with advice on how to minimise the impact of the breach

7. What can you do to help yourself?

- please do not share personal information with us on email
- instead, give us a call

8. You have the right to know what information VUT has on you and what we do with that information. Your rights include: to

- ask access to your personal information
- request that your personal information be corrected or updated
- delete personal information
- receive your personal information in a machine-readable format
- have your personal information re-used for your purposes
- object under certain circumstances to the processing of your personal information
- object against automated decision making and profiling
- request that a human review any automated decision made about you
- unsubscribe from any direct marketing send from VUT to you
- request that VUT restricts the use of your personal information