



**CAREER WISE**

BURSARY SERVICES

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# Privacy Policy

1 February 2022

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# 1 Introduction

- 1.1 Career Wise (Pty) Ltd and Career Wise Empowerment Ventures (Pty) Ltd (“**we/us/our**” being references to both companies and to each of them severally) are committed to safeguarding the privacy of visitors to our website and recognises the importance of protecting your privacy and your personal information (as defined in Protection of Personal Information Act 4 of 2013 – “**POPI**”) which may be collected by us when you use this website.
- 1.2 You are not required to provide any personal information on the public areas of this website. However, you may choose to do so voluntarily by using certain website functionality or subscribing to newsletters.
- 1.3 This privacy policy represents our best attempt to balance your reasonable privacy expectation and our legitimate business interests and, therefore we will take appropriate and reasonable technical and organisational steps to prevent unauthorised access to, or disclosure of your personal information.
- 1.4 By continuing to use this website or in making use of any of its functionality or in dealing with us in any manner after accessing our website, you agree that we may “collect, collate, disclose, process and/or store” your personal information (as these terms are defined in POPI) (collectively “**process/processing**”) to provide you with access to the website and the website content or for any other legitimate purposes.
- 1.5 Where there are reasonable grounds to believe that your personal information has been accessed or acquired by any unauthorised person, we will notify you and the relevant regulator, unless a public body responsible for detection, prevention or investigation of offences or the relevant regulator informs us that notifying you will impede any investigation.

## 2 Types of personal information we may process

The types of personal information that we may process depends on whether you only visit our site or whether you make use of our services or items of functionality thereon, and includes –

- 2.1 your IP number, the time of your webpage request, the URL of your request browser type, browser version, the pages of our website that you visit, the time and date of your visit, the time spent on website pages, unique device identifiers, and other diagnostic data;
- 2.2 your name and surname;
- 2.3 your and your family's biographical information including date of birth, disabilities, financial standing, gender, place of birth, and race;
- 2.4 your educational and/or employment history;
- 2.5 identity or passport numbers and documents;
- 2.6 your academic transcripts, certificates, degrees, and diplomas;
- 2.7 your curriculum vitae;
- 2.8 e-mail and physical addresses;
- 2.9 postal address;
- 2.10 contact information;
- 2.11 details of any criminal offences;
- 2.12 details of any bursaries;
- 2.13 information relating to your occupation and the pages of the website viewed by you.

### 3 **Processing of personal information**

- 3.1 When you request a page from our website, our servers log the information provided in the HTTP request header (which includes your IP number, the time of the request, the URL of your request). We collect this information to make our website function correctly and to provide you the functionality that you use on the website. We also use this information to help us understand how people use our web site so that we can continue to improve it to better meet your needs.
- 3.2 We will limit the types of personal information we process only to those which are necessary for our legitimate business interests and to supply you with any services marketed by us or to improve your use of the website or our services.
- 3.3 Personal information may be processed when you complete our online application forms, when you browse our website or when you submit information pursuant to website prompts or by any other means during the course of our relationship after accessing our website.
- 3.4 You acknowledge that all personal information which you voluntarily disclose to us or which is obtained by our servers from any device which you use to access our website may be processed by us in accordance with this policy.

### 4 **Use of personal information**

We will only use the information you provide to us for the purposes for which it is collected, for purposes ancillary thereto, and to provide a service to you, to improve upon our services to you or the greater public, or to improve your experience and ease of access of our website functions and functionalities.

### 5 **Sharing of personal information**

- 5.1 You **consent** that we may disclose your personal information to third party service providers where necessary and agree that once your information has been deleted it may be shared under the following circumstances, namely –

- (a) to our agents, advisers, service providers, and suppliers (our SEO agency, creative, brand, digital and media agencies) Microsoft, Google and other research agents;
- (b) to any bursary providers anywhere in the world;
- (c) to monitor web traffic: web servers serving the website automatically collect information about pages you visit. This information is used for internal review, to tailor information to individual visitors and for traffic audits;
- (d) for statistics purposes: we may perform statistical analyses in order to measure interest in the various areas of the website (for product development purposes);
- (e) to government and law enforcement agencies, where the law requires that we disclose your personal information to a party, and where we have reason to believe that a disclosure of personal information is necessary to identify, contact or bring legal action against a party who may be in breach of this policy or may be causing injury to or interference with (either intentionally or unintentionally) our rights or property, other users, or anyone else that could be harmed by such activities.

## 6 **Storage**

Your personal information will be stored for a period of 12 months provided you have logged into your profile in the 12 months period. Should your account be inactive for a period of 12 months your application profile will be automatically cleaned/deleted/removed from the system. You will then be required to apply again if your application is cleaned/deleted/removed from the system.

## 7 **Your rights**

### 7.1 You have the right to –

- (a) request that we correct, destroy, or delete any of your personal information that we have processed in accordance with this policy. The personal information that you may request us to correct, destroy or delete is personal information that has been processed that is

inaccurate, irrelevant, excessive, out of date, incomplete, misleading, obtained unlawfully or that we are no longer authorised to retain;

- (b) withdraw your consent for us to process your personal information at any time. The withdrawal of your consent can only be made by you on the condition that the withdrawal does not affect the processing of your personal information –
  - (i) before the withdrawal of your consent; or
  - (ii) if the processing is in compliance with an obligation imposed by law on us; or
  - (iii) where such processing is necessary for the proper performance of a public law duty by a public body;
  - (iv) as required to finalise the performance of a contract in which you are a party; or
  - (v) as required to protect your legitimate interests or our own legitimate interests or the legitimate interests of a third party to whom the information is supplied;
- (c) object to the processing of your personal information at any time, on reasonable grounds relating to your particular situation, unless the processing is required by law;
- (d) make the objection if the processing of your personal information is not necessary for the proper performance of a public law duty by a public body; or if the processing of your personal information is not necessary to pursue your legitimate interests; our legitimate interests or the legitimate interests of a third party to which the information is supplied;
- (e) object to the processing of your personal information, at any time, if the processing is for purposes of direct marketing other than direct marketing by means of unsolicited electronic communications and you have not given your consent for that processing;
- (f) not have your personal information processed for purposes of direct marketing by means of unsolicited electronic communications from third parties unknown to you;

- (g) not to be subjected to a decision which is based solely on the basis of the automated processing of your personal information intended to provide a profile of you;
- (h) submit a complaint to the Information Regulator regarding an alleged interference with the protection of personal information processed in accordance with this policy. The Information Regulator's contact details will be published by the Government in due course in terms of POPI;
- (i) institute civil proceedings regarding an alleged interference with the protection of your personal information processed in accordance with this policy;
- (j) send you emails about special offers and promotions; and/or
- (k) send you satisfaction or market research surveys.

7.2 Decisions that you may not be subjected to are decisions that result in legal consequences for you or affect you to a substantial degree –

- (a) without being for the execution of a contract that you have received performance for; or
- (b) that are not in terms of law or of a code of conduct that specifies what appropriate measure must be taken to protect your legitimate interests.

## 8 **Use of cookies**

8.1 Cookies are pieces of information a website transfers to a user's hard drive for record-keeping purposes. Cookies make surfing the web easier for you by saving your preferences and tracking your online habits, traffic patterns, and making sure you do not see the same advertisement too often. The use of cookies is an industry standard.

8.2 We may place a cookie on your browser to store and sometimes track information about you.

8.3 While most browsers are initially set up to accept cookies, you can reset your browser to refuse all cookies or indicate when a cookie is being sent. Please note that some parts of the website will not function properly if you refuse cookies.

## 9 **Use of IP address**

9.1 An IP address is a number that is automatically assigned to a computer whenever it is connected to the Internet. We log IP addresses or the location of computers on the Internet.

9.2 We collect IP addresses for the purposes of system administration and to audit the use of the website. We do not ordinarily link IP addresses to personal information, which means that your session may remain anonymous. However, we cannot guarantee that this will always be the case, as it may be necessary to identify a particular user when it is necessary to enforce compliance with the Privacy Policy or to protect our website, its users or other interests.

## 10 **Protection**

10.1 We will take appropriate measures to –

- (a) protect personal information collected against unauthorized access, disclosure, alteration, or destruction, and
- (b) keep personal information accurate and up-to-date, consistent with applicable law.

10.2 We also seek to require our affiliates and service providers to exercise reasonable efforts to maintain the confidentiality of personal information.

10.3 For online transactions, we use secure technology to protect the personal information that you transmit to us via our site. Unfortunately, no security system or system of transmitting data over the Internet can be guaranteed to be entirely secure.



- 10.4 For your own privacy protection, we encourage you not to include sensitive personal information in any emails you may send to us. Please do not send credit card numbers or any sensitive personal information to us via email.
- 10.5 We treat the information you provide to us as confidential information. It is therefore subject to our company's security policies regarding confidential information. When we ask you for credit card data, it is transferred over a Secured Sockets Layer (SSL) line, provided you are using a SSL enabled browser such as Microsoft Internet Explorer or Mozilla Firefox. We also use SSL on other pages where you would enter personally identifiable information. This ensures that your information is encrypted as it is transmitted over the Internet. You can recognise that you are in a secure mode when a locked padlock or key icon appears in the lower right- or left-hand corner of the computer screen. Also, the first characters of the site address will change from "http" to "https." when you access a secure server.

## 11 **Links to other sites**

When you are using the website, you could be directed to other sites that are beyond our control. These other web sites may send their own cookies to you collect data or solicit personal information. We do not control the privacy policies of those third-party web sites.

## 12 **Modifications**

We may modify this Policy from time to time. When we make material changes to this policy, we will post a link to the revised policy on the homepage of our site. You can tell when this Policy was last updated by looking at the link and at the date at the top of the Policy. Any changes to our Policy will become effective upon posting of the revised Policy on the site. Use of the site following such changes constitutes your acceptance of the revised Policy then in effect.

## 13 Contact Information

13.1 If you have any questions in relation to this policy, please contact us at: [info@careerwise.co.za](mailto:info@careerwise.co.za).

13.2 If you currently receive marketing information from us which you would prefer not to receive in the future, please email us at [info@careerwise.co.za](mailto:info@careerwise.co.za).

13.3 Our registered information officer is Mr Lamlile Phumelele Tshabalala, please contact him at: [phumelelet@careerwise.co.za](mailto:phumelelet@careerwise.co.za) and the deputy information officer is Mrs Kim Pearce, please contact her on [kimp@careerwise.co.za](mailto:kimp@careerwise.co.za).