



## POPIA Policy

### NDS-PP-01-22-2022

The policy purpose and objective is to give effect to the provisions of POPIA to safeguard personal information.

1.2 NDS CHEFS ACADEMY is responsible for registering persons in accordance with Section 19 of the NSP Act in the natural science profession and in doing so, it collects and processes personal information. The policy sets out the manner in which NDS CHEFS ACADEMY deals with applicant's and registered person's personal information and the purpose for the said information to be used. The policy also gives information that students, staff or candidate may be photographed when at NDS Chefs Academy, but these photos are only used for the purpose of the enhancement of the college such as marketing and presentations.

#### **2. OUTCOME S / AIMS AND OBJECTIVES The objective and goal of this policy is to:**

2.1 Ensure that registered persons' and applicants' personal information in NDS CHEFS ACADEMY's possession is adequately protected to avoid unauthorised access and use.

POPI Act Policy: Undertake to protect personal information of all employees. The personal information will be used appropriately, transparently, and securely in accordance with applicable laws.

#### **NDS CHEFS ACADEMY collects personal information for applicants for registration in the natural science profession**

- ☒ Employee 's personal details
- ☒ Continuing Professional Development records;
- ☒ Details of employ's qualification;
- ☒ Foreign Applicants personal information
- ☒ Identity number;
- ☒ Date of birth;
- ☒ Gender;
- ☒ Race;
- ☒ Physical and Postal addresses;
- ☒ Employment details;
- ☒ Contact numbers;

- ☒ Email addresses;
- ☒ Academic information and records;
- ☒ Records of experience in the natural science profession;
- ☒ Copies of qualifications;
- ☒ Curriculum Vitae; and
- ☒ Referee and mentor details.

**NDS CHEFS ACADEMY collects the following information from the public:**

- ☒ Names, telephone numbers,
- ☒ Company from which the visitor comes from;
- ☒ Names of persons lodging complaints of improper conduct against registered persons;
- ☒ Email addresses, identity number;
- ☒ Physical addresses;
- ☒ Email correspondence;
- ☒ Proof of payments;
- ☒ Personal information used on Service level agreements; and
- ☒ Service provider personal information

**How personal information is used**

Applicants, Registered persons, Council and Committee members, and employees' personal information will only be used for purposes for which it was collected and intended. This includes:

- ☒ Registration;
- ☒ Upgrade from a candidate to a professional;
- ☒ Continuing Professional Development points;
- ☒ For audit and record keeping purposes;
- ☒ Investigations;
- ☒ Disciplinary processes;
- ☒ Nomination of Council members;
- ☒ Providing information on registered persons to SAQA (NRLD);
- ☒ Communicating with registered persons;
- ☒ Employee contracts;
- ☒ Employee personal information is used to establish, manage and terminate employment; and
- ☒ According to section 10 of POPIA, personal information may only be processed if certain conditions are met, for instance:

**DECLARATION BY NDS CHEFS ACADEMY:** By accepting or becoming NDS Chefs Academy students, you agree to give your personal information mentioned above, for the purpose of registration, keeping record, sharing your information with professional bodies, Verification purposes by accreditation bodies, Marketing, financial records etc.

NDS Chefs Academy will ensure that this information will only be used for the purpose applicable to the college demands, needed to be fulfilled for Educational bodies accredited with.

Name and Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_