

AMPHI SA PTY LTD Protection of Personal Information (POPI)

What is the POPI Act all about?

The Protection of Personal Information Act (POPI) regulates how personal information is managed, stored, updated, used and given to a 3rd party. What impact does this have on you the Learner.

What is regarded as 'Personal Information'?

'Personal Information' is defined and includes (but not limited to) –

1. Demographic information about the individual (e.g. Race / Nationality / Ethnic group / Social origin / colour; Gender; Pregnancy; Marital status; Sexual Orientation; Age; Physical or mental health / well-being / disability; Religion / conscience / believes; Culture / Languages; Birthdate);
2. Education, medical, criminal, employment or financial history;
3. Identification Number (ID Number);
4. Email address, telephone number, cell phone number;
5. Physical address, location information, online identifier/information;
6. Biometric Information;
7. Personal opinions, views or preferences;
8. Explicitly or implicitly private or confidential correspondence;
9. Views of other people about the individual;
10. Tile individual's name if it appears together with other personal information about the individual or if the name would reveal information about the individual.

When can 'Personal Information' be lawfully processed?

The POPI Act specifies eight (8) conditions that must all be complied with for any processing, administration or dissemination to be legally compliant. These eight conditions are listed below:

1. Accountability.
2. Processing Limitations (various criteria for legal processing).
3. Purpose specific (the data must be held for a purpose).
4. Further processing limitation (data can only be used for its purpose and not beyond that).
5. Information quality (the data must be accurate).
6. Openness (individual must be informed, processes must be transparent).
7. Security safeguards (reasonable steps to keep the information secure must be taken).
8. Data subject participation (individual can request / discuss information with Amphi SA Pty Ltd).

How does this affect you?

As a Learner of Amphi SA Pty Ltd programmes, the POPI Act has placed the above conditions on Amphi SA Pty Ltd, when we process and store your personal information along with our third-party service provider(s) complies with the POPI Act 100 in that our primary obligation is to take reasonable technical and operational steps to secure your personal information and our electronic environment. We also undertake to never sell or share any information with any other company, user and/or third party unless obliged to do so by law or legal process.

Amphi SA Pty Ltd requires your permission to use and store your personal information during the training process. Your personal information will be collected, captured and/ or stored on various documents used by Amphi SA Pty Ltd such as but not limited to the Section 1 to 7 of the Portfolio of Evidence, SETA Reports.

Your personal information will be used to ultimately process your certificate, should you meet the qualifying criteria and may need to be shared with our accreditation bodies such as the Department of Labour and the relevant SETA/ ETQA.

All hard copies of the above documentation will be stored in the applicable course file at our registered offices. Electronic copies will be stored on Amphi SA Pty Ltd secured computer network. After five years from the end of course date, it will then be destroyed in accordance with Amphi SA Pty Ltd policy.

POPIA Privacy & Data Processing Notice

Institution: Amphi SA (Pty) Ltd

1. Preamble and Commitment to Compliance Amphi SA (Pty) Ltd is committed to the highest standards of data integrity and privacy. As an accredited training provider, we adhere strictly to the **Protection of Personal Information Act, No. 4 of 2013 (POPIA)**. This notice outlines how we process, store, and utilize the personal information of our learners.

2. Scope of Processing In the course of your academic enrolment, Amphi SA (Pty) Ltd will collect, store, and process personal information. This information includes, but is not limited to:

- **Identification Data:** Names, identity numbers, contact details, and demographic information.
- **Academic Record:** Enrolment status, historical academic performance, and institutional attendance records.
- **Assessment Evidence:** All artifacts of learning, including completed assignments, practical assessments, theoretical examinations, and portfolios of evidence (PoE).

3. Purpose of Processing: Assessment and Moderation Personal information is processed to facilitate the complete academic lifecycle of our learners. Specifically, Amphi SA (Pty) Ltd utilizes collected data to:

- **Collection:** Gather evidence of learning in compliance with regulatory standards.
- **Assessment:** Evaluate learner competence through formal summative and formative assessment protocols.
- **Moderation:** Conduct rigorous internal and external moderation processes to ensure the validity, authenticity, and reliability of assessment results.
- **Regulatory Compliance:** Provide requisite data to the Quality Council for Trades and Occupations (QCTO) and relevant Sector Education and Training Authorities (SETAs) for certification and audit purposes.

4. Data Integrity and Security We maintain appropriate technical and organizational measures to ensure that personal information is protected against unauthorized access, loss, or alteration. Access to your personal data is restricted to authorized academic personnel, moderators, and external verification bodies involved in the assessment and moderation processes.

5. Learner Rights Pursuant to POPIA, as a data subject, you maintain the following rights:

- **The Right of Access:** To request information regarding what personal data is held by the institution.
- **The Right to Rectification:** To request the correction of inaccurate or incomplete information.
- **The Right to Object:** To object to the processing of personal information where such processing is not contractually or legally required for your academic progression.
- Access, update, or correct your personal information held by us.
- Request the deletion of your records (where permitted by law).
- Lodge a complaint with the Information Regulator (South Africa) if you feel your rights have been infringed.

6. Contact the Information Regulator:

- [Link to: <https://www.justice.gov.za/inforeg/>]

7. Consent and Acknowledgement By clicking "I Agree," you acknowledge that you have read and understood this notice. You voluntarily consent to Amphi SA (Pty) Ltd collecting, assessing, and moderating your academic work as part of the formal training and certification process required for your qualification.