

PRIVACY NOTICE

The INSCAPE EDUCATION GROUP privacy notice provides details of the personal information IEG collect from Data Subjects other than IEG employees.

Data Subjects are listed as:

Alumni
Prospective Student
Student
Applicant
Account Payer
External Marker
External Moderator
Service Providers
Registered Entities
Tenants
IP Partners
Experiential Training Supervisors
Registered Entities

Parents/ Legal Guardians

As an Education Provider, IEG interacts with minors. In order for minors (Children under 18 years old), to make use of our services IEG needs to use their personal information. In order to use the personal information IEG is required by law, to obtain the consent of the competent person who may be a parent or legal guardian. Before deciding on consent it is important for parents to understand IEG's information security and privacy policies. It is equally important for parents to explain to children, the implications of not providing IEG with the proper consent. A link to our consent form can be found wherever IEG collect personal information of minors.

IEG use Data Subject's personal information only for the purpose of which it is collected which is detailed in the tables below.

IEG have grouped the types of PI collected from the various Data Subjects and it is listed as follows:

Types of Personal Information processed by IEG

Name and Surname
Tax Number
Banking and Financial Details
Physical Address
Postal Address
ID Number
Curriculum Vitae (May contain unsolicited personal and special personal information)
Qualification

Types of Personal Information processed by IEG

Signature
 Date of Birth
 Email Address
 Contact Details
 Fund Number
 Designation
 Employee Number
 Signature
 Full Academic Transcript
 Portfolio of Evidence
 Letter of good conduct
 Previous school attended
 Nationality
 Student Number
 Employment History
 Gender
 Company name, registration number and Vat number
 General Practitioner contact details
 Medical Aid Number
 Next of Kin

Special personal information could be about your health, your racial or ethnic origin, etc. and this includes the following:

Ethnic Group
 Gender
 Disability
 Health – Blood Group, Medical Conditions
 Biometric Information

From **Alumni (Past students)** IEG collects, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Request for duplicate of certificate	IEG have the Data Subjects consent	Indefinitely – until no longer needed for purposes of proof

From a **Prospective Student** IEG collect, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Credit Accumulation and Transfer Request	IEG have the competent Persons or the Data Subjects consent	Until no longer needed for purposes of proof
Campaigning/ Marketing	IEG have the competent Persons or the Data Subjects consent	Until contract is completed and/ or consent is withdrawn
Student Intake	IEG have the competent Persons or the Data Subjects consent	Indefinite/until no longer needed for the purposes of proof

From a **Student** IEG collects, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Credit Accumulation and Transfer Request	IEG have the competent Persons or the Data Subjects consent	Indefinitely / Until no longer needed for the purposes of proof
Application for Financial Assistance	IEG have the competent Persons or the Data Subjects consent	Until no longer needed for the purposes of proof
Scholarship Programme	IEG have the competent Persons or the Data Subjects consent	Indefinitely / Until no longer needed for the purposes of proof
Deferment student academic year	IEG have the competent Persons or the Data Subjects consent	Indefinitely / Until no longer needed for the purposes of proof
National Learner Database	Statutory Requirement	Indefinitely – until no longer needed for purposes of proof
Procuring Student Material	To conclude or perform a contract to which the data subject is party	Until tax or other legal Retention period expires
Proof of Delivery	To conclude or perform a contract to which the data subject is party	Until tax or other legal Retention period expires
Uploading of licenses on Student file and/or online systems	To conclude or perform a contract to which the data subject is party	CSV File is deleted by Procurement department on the system once everything is loaded
Plagiarism Agreement	To conclude or perform a contract to which the data subject is party	1 year
Medical Indemnity	To conclude or perform a contract to which the data subject is party	Indefinitely – until no longer needed for purposes of proof
Entry into Competitions/Awards	IEG have the competent Persons or the Data Subjects consent	Until the service has ended

From an **Applicant** IEG collects, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Scholarship Programme	IEG have the competent Persons or the Data Subjects consent	Indefinitely / Until no longer needed for the purposes of proof
Student Enrolment	IEG have the competent Persons or the Data Subjects consent	Indefinitely / Until no longer needed for the purposes of proof
Recognition of Prior Learning	IEG have the Data Subjects consent	Indefinitely / Until no longer needed for the purposes of proof

From an **Account Payer** IEG collects, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Collecting Payment Information	IEG have the competent Persons or the Data Subjects consent	SARS – 5 years
Registration of contract	IEG have the competent	Until no longer needed

	Persons or the Data Subjects consent	for the purposes of Data Subjects access
--	--------------------------------------	--

From a **Lecturer** IEG collects, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Staffing and remuneration	To conclude or perform a contract to which the data subject is party	For tax and/or other legal Retention periods
Submitting Lecturers info to the Council on Higher Education (CHE)	Statutory requirement	Indefinitely/Until no longer for the purpose of proof
Accessing The South African Council for the Architecture Professions Information System	Statutory requirement	Indefinitely/Until no longer for the purpose of proof

From an **External Marker** IEG collects, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Accessing The South African Council for the Architecture Profession information System	Statutory requirements	Indefinitely/Until no longer for the purpose of proof
Processing of payments	To conclude or perform a contract to which the data subject is party	Until tax and/or other legal Retention period expires

From an **External Moderators** IEG collects, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Accessing The South African Council for the Architecture Profession information System	Statutory requirements	Indefinitely- Until no longer for the purpose of proof
Processing of payments	To conclude or perform a contract to which the data subject is party	Until tax and/or other legal Retention period expires

From a **Service Provider** IEG collect, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Courseware Development	To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Consulting Services	To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

From a **Tenant** IEG collect, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Property Leasing	To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

From an **IP Partner** IEG collect, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Business Development	To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

From **Experiential Training Supervisors** IEG collects, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Proof and assessment of of experiential training	IEG have the Data Subjects consent	Indefinitely – until no longer needed for purposes of proof

From **Registered Entities** IEG collect, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Mergers and Acquisitions	To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Management of Students	To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

The following type of personal information is collected from sources other than from the Data Subject:

Data Subject Type	Personal Information Type	Indirect Source Name
Prospective Student	Name and Surname, Email Address, Cell Number	Approved Supplier

Further Processing of Personal Information

Should IEG intend to use the information for any other purpose, IEG will always inform you beforehand.

Sharing of Personal Information

IEG may be mandated to disclose your personal information in response to requests from a court, police services or other regulatory bodies. Where feasible, IEG will consult with you prior to making such disclosure and, in order to protect your privacy, IEG will ensure that only the minimum amount of your personal information necessary is shared.

IEG shares personal information of Students with the following approved suppliers (Responsible Parties), in the interest of providing sponsorship and/or bursaries and in order to provide effective IT

services, required for the Students to complete assignments, attend lectures and for communication purposes.

Data Subject	Organisation Name	Type	Country
Students	DBS – IT Services	Responsible Party	South Africa
Students	Belgotex – Sponsor	Responsible Party	South Africa
Students	Stratusolve – InConnect	Responsible Party	South Africa
Students	Medical Emergency Services	Responsible Party	South Africa
Lecturers/External Moderators/External Markers/Developers	Council on Higher Education South African Council of Architectural Professionals Department of Higher Education and Training	Responsible Party	South Africa
Students	Registered Entities hosting competitions	Responsible Parties	South Africa

Over Processing of Personal Information

IEG limit the amount of personal information collected to only what is needed for the purposes as described above.

Limited Access

IEG restrict, secure and control all information assets against unauthorised access, damage, loss or destruction; whether physical or electronic.

Retention of Records and Personal Information

IEG retain personal information only for as long as is described in the Tables above.

Research, Surveys and/or Statistics

If IEG retain your personal information for historical or statistical purposes, IEG will ensure that the personal information cannot be used further and where required, your consent will be requested.

Accuracy of Personal Information

While in IEG's possession, together with your assistance, IEG strive to maintain the accuracy of your personal information.

How can you access your personal information

You have the right to request access to any personal information IEG may hold. If any of that information is incorrect, you may request that IEG correct it. If IEG are improperly using your information, you may request that IEG stop using it or even delete it completely.

Portability of Personal Information

Where you have previously given your consent to process your personal information, you also have the right to request that IEG transmit your personal information to another Responsible Party.

Right of the Data Subject to Object

Where it may have been necessary to get your consent to use your personal information, at any moment, you have the right to withdraw that consent. Should you withdraw your consent, IEG will explain the consequences to you as it may affect the continued provision of IEG's services to you. If you withdraw your consent, IEG will cease using your personal information without affecting the lawfulness of processing based on the consent before your withdrawal.

Our Organisation

Organisation email: paul.mowat@inscape.co.za

Our Information Officer: Mrs Helen Bührs

Our Deputy Information Officer: Mr Paul Mowat

The SA Information Regulator

You have the right to lodge a complaint with the SA Information Regulator. See the Information Regulator contact details below.

The Information Regulator (South Africa) PO Box 31533 Braamfontein 27 Stiemens St Braamfontein 2017 The Information Regulator (South Africa) POPIAComplaints@infoeregulator.org.za +27827464173 infoereg@justice.gov.za