



Twoline Training Skills for Africa (PTY) Ltd Privacy Notice

Introduction:

This Privacy notice seeks to inform you about the protection of your and your employee's personal information in accordance with the Protection of Personal Information Act, No 4 of 2013 (POPIA).

Who we are:

Twoline Training Skills for Africa (PTY) Ltd is a focused, accredited education and training company in the Agricultural Sector since 1999 dedicated to the upliftment of previously disadvantaged rural- and urban communities and the improvement of task level productivity in chosen industries. We offer Skills Programmes and Learnership qualifications for our chosen clients.

The type of personal information we collect:

We currently collect and process the following information, including but not limited to:

- Client and students 'names.
- Student Identity Document copies
- Student highest qualifications.
- Client and student addresses.
- Client and student E-mail details.
- Client VAT Numbers.
- Client's Company registration numbers.
- Client's Banking Details.

How we get the personal information and what we use it for:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Contractual obligations.
- Payment collection purposes.
- Training administration purposes.
- Learnership certification.

We may share this information with:

- Banking Institutions.
- Relevant Sectoral Education and Training Authorities (SETAS)
- SARS- verification purposes.
- Auditors.

- Personnel working for us.

When will we process your personal information:

In terms of Section 11 of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent.
 - The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party.
 - The processing complies with an **obligation** imposed by law on the business.
 - The processing protects a **legitimate** interest of the data subject.
 - The processing is necessary for the proper performance of a **public law** duty by the business.
- Or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored on our system Training Management System (TCM) and hard copies at our premises as required by the Skills Development Act.

We keep your information according to our data retention policy. We will then dispose your information according to our data destruction policy.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to herman@skillstech1.co.za . We may charge you a fee for this service terms of Condition 8 of POPIA.
- You may also request us to correct or supplement any of your personal data which we will undertake as soon as practicable.
- Request the destruction of your personal data. We will consider your request considering any other laws or regulations prohibiting us from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at herman@skillstech1.co.za if you wish to make a request.

Contact details:

Name: Twoline Training Skills for Africa

Address: 437 Ulundi Avenue, Mountainview, Pretoria

Phone Number: 012 379 4920

E-mail: johan@skillsafrica.co.za; herman@skillstech1.co.za; lpotgieter@webmail.co.za

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at herman@skillstech1.co.za

Should you believe that **Twoline Training Skills for Africa** has used your personal information contrary to Applicable Laws, you undertake to first attempt to resolve any concerns with **Twoline Training Skills for Africa**. If you are not satisfied with such process, you have the right to lodge a complaint with the Information Regulator, using the contact details listed below.

The Information Regulator (South Africa)

JD House, 27 Stiemens Street,
Braamfontein, Johannesburg, 2001
P. O Box 31533
Braamfontein, Johannesburg, 2017

POPIA Complaints email: POPIAcomplaints.IR@justice.gov.za

PAIA Complaints email: PAIAcomplaints.IR@justice.gov.za