



Employees' POPIA Rights

The University processes your personal information to fulfil its obligations as an employer, to perform the contract it has entered into with you and comply with university's legal obligations. If the University has personal information about you, you're a data subject.

This infographic explains the rights that you have under the Protection of Personal Information Act 4 of 2013 (POPIA).

1

The right to access your personal information

You have the right to know what the University knows about you.



2

The right to ask why and object

You have the right to ask what personal information the University uses and for what purpose. You may also have the right to object to the University using your personal information.



3

The right to ask for a record

You have the right to ask for a record of your personal information.



4

The right to correct personal information

If you think that the personal information the University has about you is incorrect or incomplete, you have the right to ask the University to correct or complete it.



5

The right to be forgotten

You have the right to request the University to delete your personal information from its records if the University no longer needs the information. For example, it is information that you gave to the University a long time ago or you no longer have a relationship with the University and there are no legal or regulatory reasons for the University to retain it. If the University has to retain your personal information, you have a right to know the reason, for example to comply with legal and regulatory requirements.



6

The right to submit a complaint to the Information Regulator

If you feel that the University is not complying with POPIA or is violating your right to privacy, you have the right to submit a complaint to the Information Regulator. You can do this by completing Part 1 or 2 of Form 5 in Section 74 of POPIA or visit the Information Regulator's complaints page.



For more information on how and why the University processes your personal information, please refer to <https://www.tut.ac.za/other/disclaimers/tut-privacy-statement>

If you want to exercise any of these rights, you can contact our Information Officer at popia@tut.ac.za or visit the Information Regulator's page at <https://infoeregulator.org.za/popia-forms/> to get access to and complete the relevant forms.



Tshwane University
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