



YOUR VISION. OUR MISSION

TSEPONG

EMPOWERMENT
CENTRE



Consent and Authority to Process Personal Information (POPIA)

For: Tsepong Empowerment Centre (TEC)

POPIA Overview and Purpose

The Protection of Personal Information Act (POPIA) upholds the constitutional right to privacy by ensuring that all personal information is processed lawfully, reasonably, and in a manner that respects the individual's rights.

This form details how TEC will collect, use, and protect your personal information in compliance with POPIA. Throughout this document, "the Individual" refers to any person communicating with, registering with, or applying to TEC, including any individual referred to or included in such application or agreement.

Personal Information Required

TEC may collect and process the following personal information, which is relevant to your engagement with the Academy:

- Identifiers: Names, surnames, dates of birth, identity/passport numbers.
- Contact Details: Residential and work addresses, personal and work email addresses, and contact numbers.
- Background: Demographic information, education records, occupation details, and health information (where relevant for specific services).
- Affiliations: Membership information (e.g., professional bodies).

Purpose of Processing

TEC is legally and functionally obligated to collect, use, and disclose your personal information for the following primary purposes:

- Compliance & Reporting: For mandatory reporting to regulatory and governing bodies (e.g., SARS, CIPC, SAQA, FASSET, PAFA, QCTO, etc.).
- Administration: To evaluate and process your application, registration, or agreement.
- Research: For compiling internal and external statistics and various research reports.
- Communication: To provide personalized communications and ensure legal compliance with relevant laws.

Method of Collection

TEC will only collect your personal information for the purposes stated above, and primarily in the following ways:

- Directly from the Individual or via a relevant public or equivalent entity.
- From Service Providers: Including educational institutions, training providers, or other service providers that have supplied the Individual with services.
- From Internal Records: Related to our previous supply of services or responses to the Individual's request for services.

Disclosure of Information

Your personal information may be disclosed to the relevant public, regulatory, or other entities, or third parties previously mentioned, on whose behalf TEC may act as an intermediary or to fulfil its legal obligations.

Consent and Authority to Process

Statement

I hereby grant authorisation to TEC to process my personal information for the purposes set out above.

I understand that withholding or failure to disclose required personal information may result in TEC being unable to perform its functions and/or provide any services or benefits I may require from TEC.

I indemnify and hold TEC harmless against any claims by any other person on whose behalf I have provided consent, should they claim I was not authorized to so.

I understand that in terms of POPIA and other laws, there are instances where my express consent is not necessary to permit the processing of personal information (e.g., police investigations, litigation, or when information is publicly available), and I will not hold TEC responsible for any improper or unauthorized use of personal information that is beyond its reasonable control.

Full Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Note: Please complete, sign, and submit this document directly to the Administration Department via email at admin@tsepongcentre.co.za