



Registration nr: 2018/242685/07 | Vat nr: 4070281904

Office: 010 597 0835

E-mail: nathan@virtualclc.co.za

Website: www.virtualclc.co.za |

14 Vermooten Street Brackenhurst Alberton

FPI & ISSA Recognised CPD provider

THE PROTECTION OF PERSONAL INFORMATION ACT DECLARATION

This Notice explains how we obtain, use, and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act (“POPI”).

At Compliance and Learning Center (and including this website) we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully, and transparently.

About the Company

Compliance and learning Center (Pty) Ltd

Occupational Education & Compliance services

Registration number: 2018/242685/07

Address: 14 Vermooten Street, Brackenhurst, Alberton 1448

Contact details: 010 597 0835

The information we collect

The following Information is directly collected from the individual or employer:

- Name and Surname
- Contact Details
- Identity or Passport Number
- Information as requested by SETA for registration for qualifications.

How we use your information

The information is used for the delivering of educational services to the individual and provision of industry related information and marketing material.

Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

Disclosure of information

You can rest assured that unless we are legally obliged to share your personal information, we will only share so much of your personal information as is needed by the authority that requires it, and we will only do so when it is necessary for us to do our work. In addition, all our staff are bound by confidentiality clauses in their letters of employment.

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry credits.
- Where we believe it is necessary to protect our rights.

Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Compliance and Learning Center's security policies and procedures cover:

- Physical security.
- Access to personal information.
- Secure telephonic communications.
- Retention and disposal of information.
- Compliance and regulatory issues.
- Monitoring access and usage of private information.

We are obliged by law to retain all our course completion records for a period of time after each completed course of workshop. During this period, your personal information will also remain protected. After this period has expired, your personal information will be destroyed in a way that de-identifies you.

Your Rights: Access to information

You have the right to request a copy of all personal information and certifications we hold on-hand about you. To do this, simply contact our Information Officer at our offices on 010 597 0835 or through our website www.virtualclc.co.za and specify what information you require.

We have the right to confirm your identity with a few security questions before providing any details of your personal information.

Correction of your information

You have the right of access to your personal information and update, correct or delete your personal information at any given time. We will require any changes to be listed in writing and confirmed, before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information as accurate as possible to avoid any errors on any Certifications acquired.

In addition, you have the right to object to Compliance and Learning Center continuing to process your personal information. In this regard, please note that if you do exercise this right, we will not be able to perform our service.

Definition of personal information

According to the Act “**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Further to the POPI Act, Compliance and Learning Center includes the following items as personal information:

- All addresses including residential, postal and email addresses.
- Change of name – for which we require copies of your Identity document.



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How to contact us

If you have any queries about this notice or need any further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at contact us at our offices 010 597 0835 or through our website www.virtualclc.co.za.

We trust however that our processing of your personal information at Compliance and Learning Center will be handled in a way that complies with all the relevant laws and that your rights to privacy will be protected as required by law.

Name and Contact Details of Information Officer

Nathan Pieterse

Address: 14 Vermooten Street, Brackenhurst, Alberton 1448

Contact details: 068 127 0421 or 010 597 0835

Email address: nathan@virtualclc.co.za

Information Regulator contact details

Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017

Email address: registration.IR@justice.gov.za