**CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO. 4 OF 2013**

**(POPIA): 30 JUNE 2021**

1. CHIETA acknowledges and values the importance of your personal information (PI) and is committed to safeguarding and lawfully processing your PI in accordance with the legislative prescripts of POPIA.
2. Processing of **CHIETA employees** PI entails and includes the receipt, recording, organising, updating, dissemination by means of transmission, distribution, and making available in any other form, degradation, erasure, or destruction of information, as described by POPIA.
3. CHIETA will only process your PI if it is adequate, relevant, and not excessive, given the purpose for which it is processed, and if the processing occurs in accordance with the relevant provisions of POPIA. **The purpose of processing PI must relate to accurate recordkeeping, payroll, and access to CHIETA ICT infrastructure.**
4. CHIETA will collect and process your PI and therefore must discharge its responsibility to ensure that you understand for which purpose your PI will be processed. If, for any reason, you are of the view that your information is not processed in the correct manner or that your information is being used for a purpose other than that for which it was originally intended, you may contact our relevant Deputy-Information Officer. **The relevant information is primarily kept for HR, Finance (Payroll), ICT records and Audit Purposes (internal and external).**

Our Deputy Information Officer’s Contact Details:

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| Name | Jayaluxmi Moodley |
| Contact Number | 011 628 7000 |
| Email Address | jmoodley@chieta.org.za |

1. **Some of your PI that CHIETA holds may include, Names/ Surnames, ID’s, Banking Details, Marital Status, Family Member details (name, surname & ID numbers), Qualifications, Background checks, Physical Address, Medical records/status, Salary information, Conflict of Interest disclosure, Grievance/Disciplinary records. Some of this information may be shared within the CHIETA Business Units (i.e., Finance for payroll, ICT for access to IT infrastructure and the CEOs Office and service providers that offer HR and ICT services to** **CHIETA). We shall endeavour within reasonable measures to ensure data protection.**
2. CHIETA may need to disclose and share some of your PI with third parties, i.e., the CIPC, travel agents, and compliance reporting in support of business continuity and Corporate Governance requirements. Where this happens, CHIETA will take all precautions to ensure that the third party will treat your information with the same level of protection as required by CHIETA.
3. You have the right to request access to the information CHIETA holds about you at any time and if you believe that CHIETA has out-dated information, please provide CHIETA with the correct information.
4. This consent is effective immediately and will remain effective until it is withdrawn.

I hereby authorise and consent to CHIETA processing and using my personal information.

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| Name & Surname: |  |
| Signature: |  |
| Date: |  |