

22 February 2021

Important Notification to Alumni

The University of KwaZulu-Natal, located at Mazisi Kunene Road, Glenwood, Durban, 4041, South Africa (hereinafter referred to as "UKZN" and/or "the University"), is required to process your personal information for any or all of the following reasons:

- for the various reasons pertaining to your studies and/or attendance of various University activities and/or forums and/or enquiries;
- for statistical purposes;
- for marketing, communication and/or information purposes;
- for soliciting donations;
- as a good governance practice;
- for verification of degree completion, which will include your details being placed on the Alumni database, where-after you may be contacted on occasion for information and/or marketing purposes.

The types of information that may be processed (dependent on the reason for processing as stated above) may include your:

- name and surname;
- maiden name (if applicable);
- Image;
- identity number;
- examination number and/or student number (where relevant);
- matriculation certification details and/or results;
- University academic record (if relevant);
- Curriculum vitae (if relevant);
- Postal address;
- Residential address;
- Contact details;
- Next of Kin information;
- Citizenship;
- Gender
- Population group;
- Marital status;
- Home language;
- Details of disabilities (if applicable);
- Details of the secondary school that you attended;
- Parent/guardian information;
- Details pertaining to making payments.

The afore-mentioned information would have been provided by yourself at the time of your graduation from the University. The provision of the afore-mentioned information was both a mandatory and a contractual requirement to fulfil the contractual agreement between the University and yourself initially on acceptance into the University for study, and subsequently in preparation for Graduation from the University.

Office of the Registrar

Postal Address: Private Bag X54001, Durban, 4000, South Africa

Telephone: +27 (0)31 260 7971 **Email:** registrar@ukzn.ac.za **Website:** www.ukzn.ac.za

Founding Campuses:  Edgewood  Howard College  Medical School  Pietermaritzburg  Westville

The retention of your personal information upon completion of your studies is a consequence of the University being bound by legislative requirements (such as those contained in the Higher Education Act 101 of 1997) and/or good governance practices as well as for record keeping and/or statistical purposes.

Your personal details may also be utilised by the University for marketing and/or communication and/or branding initiatives.

UKZN will endeavour to ensure that the appropriate security measures are in place and/or implemented, for both electronic and paper-based formats that are used for processing your personal information, to avoid any and all instances of security breaches.

Should a cross border transfer of your information be required, the University undertakes to ensure that the recipient of the information is bound to safe-guard your information in accordance with the requirements of the Protection of Personal Information Act 4 of 2013.

Recipients of your information may include the University, government structures, potential employers and/or research institutions. Where your information is required for the research purposes, the University will endeavour to ensure that same is fully anonymised and de-identified.

You have the right to access and amend your personal information using the relevant University platform (see <http://alumni affairs.ukzn.ac.za/updateservices.aspx>) and you remain solely responsible for ensuring that your information is correct and up to date at all times. Please send an email to alumni@ukzn.ac.za with any queries in this regard.

To opt out of receiving information pertaining to any marketing and/or communication and/or branding initiatives please send an email to alumni@ukzn.ac.za for further direction in this regard.

Should you wish to lodge a complaint in this regard, kindly contact the UKZN Registrar in the first instance on registrar@ukzn.ac.za. If you remain unsatisfied, a complaint can then be lodged with the Information Regulator.

Website: <https://www.justice.gov.za/inforeg/>
Address: **The Information Regulator (South Africa)**
33 Hoofd Street
Forum III, 3rd Floor Braampark
P.O Box 31533
Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za
General enquiries email: inforeg@justice.gov.za

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