

WELCOMING SURVEY PRIVACY NOTICE

Protecting your privacy is very important to us. The following information will help you understand the purposes for which we collect, store and use your information. We will keep your information confidential and will only share your information if we are legally required to do so, if we must do so in order to fulfil our agreement with you or if you have given your consent.

If you have any questions please contact us at welcome@sun.ac.za

This privacy notice is part of our agreement with you. We may need to update it from time to time, but we will inform you when we do.

1. WHO YOU ARE SHARING YOUR INFORMATION WITH

We are the Centre for Student Communities within the Division of the Registrar.

2. WHAT WE COLLECT, AND HOW WE COLLECT IT

2.1. When you complete this electronic survey we collect personal information anonymously.

We collect the following information:

- Gender
- Language
- Information on Residence type or PSO (Cluster);
- Faculty

2.2. We do not knowingly collect the personal information of children.

You must be older than 18 and a registered first year student of Stellenbosch University to take part in the survey. We do not knowingly collect the personal information of children without the consent of a parent or guardian.

3. WHAT WE USE YOUR INFORMATION FOR

3.1. We use your information to enhance our service offerings in the Welcoming Programme conducted annually and to publish reports, papers or to present at conferences.

We use your personal information to inform aggregated de-identified statistics to publish papers on our progress, benchmark with organisations nationally and internationally. This includes: Scholarship of Teaching and Learning Conferences, Association of College and University Housing Officers - International (“ACUHO-I”)

- Using this survey as part of ongoing surveys that will be issued in forthcoming years to aggregate statistical information.

3.2. Sometimes we are required by law to collect your information.

Legislation such as the Higher Education Act forces us to collect your personal information.

3.3. We use your information for research purposes.

The information we collect may be used for research purposes. We use your PI for administration and support.

When you contact us with a query, complaint or request, additional information will be requested from you and will be used to investigate and resolve your query, complaint or requests.

4. WHEN WILL WE SHARE YOUR INFORMATION

4.1. We don't sell or share your information for profit.

We respect your privacy and will never sell or share your information with other institutions or companies to use for their own purposes. We only share information if we have to do it to deliver the services related to the Welcoming Programme.

5. HOW WE PROTECT IT

5.1. We take your privacy and the security of your personal information seriously.

We have implemented reasonable security safeguards based on the sensitivity of the personal information to protect it from loss, misuse and unauthorised access, disclosure, alteration or destruction. For example we

regularly monitor our systems for possible vulnerabilities and attacks. But no system is perfect and we cannot guarantee that information may not be accessed, disclosed, altered or destroyed by breach of any of our physical, technical or managerial safeguards.

5.2. We will inform you if your privacy is ever compromised.

Although we cannot prevent all security threats, we have measures in place to minimise the threat to your privacy should something happen. We let you know of any breaches which affect your personal information.

6. YOUR RIGHTS AND RESPONSIBILITIES

You have the right to know what kind of personal information we have about you and to correct it.

You have the right to:

- ask what personal information we hold about you;
- ask what information was sent to our suppliers, service providers or any other third party;
- ask us to update, correct or delete any out-of-date or incorrect personal information we hold about you; (As the survey is anonymous we will be unable to delete your information once you have clicked the submit button).
- object to the processing of your personal information.

You can request access to the information we hold about you or correct your personal information by contacting paia@sun.ac.za. To protect your information, we may require proof of your identity.