

Rhodes University and POPIA

An introduction to the Protection of Personal Information Act.

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Stop to think

Without access to personal information, Universities wouldn't be able to register, teach, or assess students, or conduct research. We wouldn't be able to employ staff or communicate with alumni. But before you do anything with personal information, you should stop to think whether you are using the personal information responsibly. Treat personal information as if it were for your eyes only.

Personal information

- Personal information is very widely defined. It includes:
- Demographic information, like race, marital status, language, and religion
 - Biometric information, like fingerprints, voice recognition or retinal scans
 - Usernames and passwords
 - Contact information, like Twitter handles and location information
 - A person's opinions and preferences
 - Private correspondence
 - Background information, like educational, financial, or employment records
 - Criminal record

Special personal information

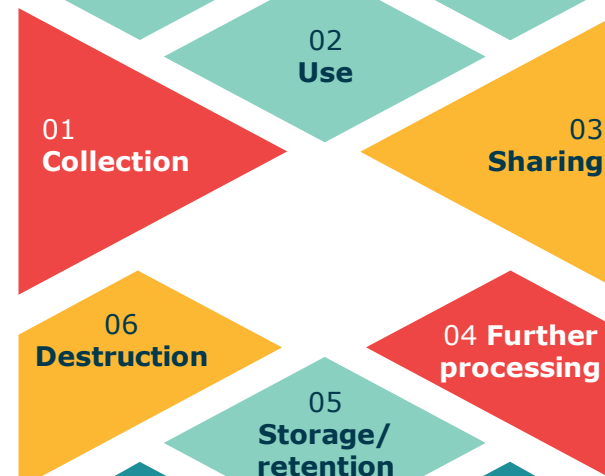
- Some categories of personal information require extra care. They include:
- The information of minors
 - Religious or philosophical beliefs
 - Trade union membership
 - Criminal behaviour
 - Race or ethnic origin
 - Sex life
 - DNA
 - Political opinions

Data subjects

- The data subject is the person or entity to which the personal information relates. At a University, common data subjects include:
- Students
 - Staff
 - Alumni
 - Applicants
 - Research subjects
 - Service providers
 - Members of the public

Which services are affected

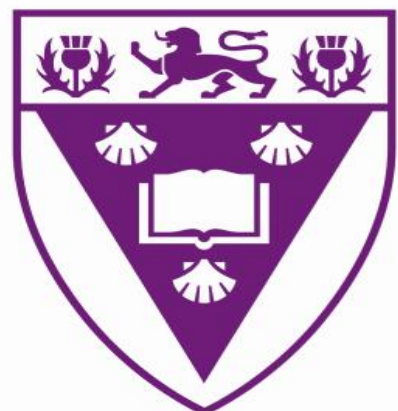
The POPIA has an impact on everything we do with personal information throughout the information life cycle:



We need to understand and apply the POPIA rules that are relevant to each of these stages.

Deputy Information Officers

- **Registrar:** responsible for student matters/university archives Director HR: responsible for staff related matters
- **DVC: Research and Innovation:** responsible for research-related matters and contracts
- **Director: Office of the Vice-Chancellor:** responsible for contracts (other than research-related contracts)
- **Director I & TS:** responsible for data provisioning service



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