

**Motus Technical Academy, a Division of Motus Group Limited**

**NOTIFICATION OF HOW WE PROCESS PERSONAL INFORMATION IN TERMS OF SECTION 18 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013**

**Motus Technical Academy, a division of Motus Group Limited – Registration Number: 1983/009088/06 (“MTA”)** is a technical training provider and provide training and related services to private individuals and corporate customers. Our head office is situated at **16 Dakota Crescent, Airport Park Ext 4, Germiston, 1401**. We collect personal information to comply with our legal, regulatory and statutory reporting obligations. It also enables us to communicate with our customers, to assess where required, the suitability of customers to partake in certain registered regulated training opportunities and to perform bookings of training.

**1. Key Definitions**

“**data subject**” means the person to whom personal information relates;

“**operator**” means a person who processes personal information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party;

“**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—

- (a) Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- (b) Information relating to the education or the medical, financial, criminal or employment history of the person;
- (c) Any identifying number, symbol, e-mail address, physical address, telephone number or other particular assignment to the person;
- (d) The blood type or any other biometric information of the person;
- (e) The personal opinions, views or preferences of the person
- (f) Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- (g) The views or opinions of another individual about the person; and
- (h) The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;

“**processing**” means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—

(a) The collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

(b) Dissemination by means of transmission, distribution or making available in any other form; or

(c) Merging, linking, as well as blocking, degradation, erasure or destruction of information;

“**responsible party**” means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information.

**2. Method of Collection of Personal Data:**

We collect your personal information directly from you when visiting any one of our training academies or when you make use of our web-site, social media and digital platforms, or make an in-bound call to any one of our training academies. Where you complete a booking request or want to upload your curriculum vitae, either in person at any one of our training academies or via our web-site, this data may be sent to any one of our training academies (either through a web-link or other means not in control of or under the direction of MTA) to enable our processing of your request to provide training services.

**3. Supply of Personal Information to Us**

To enable us to facilitate your training related request, it is mandatory for you to supply us with certain information, such as your name, surname, highest standard/grade passed, contact details and your preferred location where you would prefer to attend training. All other information is voluntarily provided by you to enable the conclusion of the contract governing our relationship and the supply of products or services requested by you.

**4. Consequences of Failure to provide information to us**

Mandatory Information as set out above is required in order to comply with legislative requirements and failure to do so will result in us being unable to conclude any booking or offer services. If requested voluntary information is not supplied, we may not be able to provide certain services to you.

**5. Lawful Basis for Processing:**

We will only process your personal information to comply with legislative requirements where we are the Responsible Party or in compliance with our contractual requirements where we are the Operator.

**6. Purposes for Processing Data:**

Our main function and activity is the provision of technical training and training related services to the vehicle industry and appropriate value-added services and products required by our customers.

Your personal information is used to introduce yourselves to us, to assess your suitability for the training opportunities that we offer, and to enable us to communicate to you. Your personal information is also used by us to comply with legal, statutory and regulatory reporting requirements. These

communications assist us also in continually enhancing the services that we offer to all our customers.

#### **7. Disclosure of Personal Data to Third Parties:**

MTA may disclose or transfer your personal data to our suppliers and business partners for the purposes of providing our services, ensuring secure processing of your personal information, responding to, resolving, and contacting you with regard to your inquiries, responding to your requests for information related to our products and services, ensuring safe use of the systems and improving user experience. MTA may disclose or transfer your personal data to other business partners, legal, statutory and regulatory governing bodies we are affiliated with for the purposes of auditing and reporting. When disclosing your personal data, MTA meets the requirements set out in THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 and takes any technical and administrative measure to protect the security of your data. We may engage external service providers as Operators that support our business operations. These service providers process data only as instructed by us, under our control and solely for the purposes mentioned in this notification

#### **8. Retention of your personal data:**

Your personal information is retained by us as for as long as you have an active agreement in place with and for a period of 5 (five) years thereafter or for such periods where the law requires us to retain your information for a specific period.

#### **9. Data processing outside the Republic of South Africa**

Although MTA is located in South Africa, your personal data may be processed in South Africa and in rare cases also outside of South Africa (for example where we would train on behalf of an OEM whom records data outside of South Africa). We apply generally accepted information security practices to protect your personal information. Where we share your personal information with a third party (inside or outside South Africa), we conclude written contracts with the third party requiring them to implement and maintain the security measures necessary to protect the information as required by THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 Act.

#### **10. Your Rights:**

Subject to applicable laws and regulations, you own your personal information. You may exercise a number of rights, including the right;

- a) To be informed whether your personal information is being processed;

- b) To request details of how we process your personal information;
- c) To request access to copies of your personal information retained by us;
- d) To be informed of about the purpose of processing of your personal information;
- e) To be informed of the justification that is relied on by us to process your personal information;
- f) To be informed about any third parties your personal data was disclosed to (locally or internationally);
- g) To request the correction of inaccuracies in the records containing your personal information and, if applicable, completion of your data;
- h) To object to the processing of your personal information;
- i) To request the destruction or deletion of your personal information;
- j) to request that any third parties that have records containing your personal information provided by us to them are notified and required to correct, complete, destroy or delete your personal information
- k) To lodge complaints regarding any adverse outcomes that may result from the analysis of your personal information by automated systems;
- l) To seek damages should you sustain any harm as a result of the unlawful processing of your personal information;
- m) To withdraw your consent to the processing of your personal information after the date of withdrawal (any processing up to that date will remain lawful);
- n) To request a restriction of the processing of your personal information if you dispute the correctness of your personal information, or if the processing is unlawful, but you do not wish to have your personal information deleted;
- o) To receive the personal information in our possession in a structured, standardized machine-readable format and to have this information provided to third parties;
- p) To raise a complaint to the Information Regulator or any other approved competent authority if you are of the opinion that the processing of your personal information by us is unlawful

To contact MTA for any complaint or query with regards to this notice or your rights, please contact us at [info@motusacademy.co.za](mailto:info@motusacademy.co.za)