

NGA-MASS PRIVACY NOTICE

The National Graduate for Mathematical and Statistical Sciences (NGA(MaSS)) is committed to protecting your personal information. We have a responsibility to be transparent in the processing of your personal information and to inform you about the different ways in which we collect and use your personal information.

In terms of our Memorandum of Understanding (MOU), the University of Pretoria (UP) is the lead university partner of NGA(MaSS). Therefore, UP is responsible for contracting with the other university partners, reporting to the Department of Higher Education and Training (DHET) on the progress of NGA(MaSS) and for any general administration related to the running of NGA(MaSS).

This notice applies to anyone who is a recipient of NGA(MaSS) funding or has applied to receive NGA(MaSS) funding.

We have created this notice to help you understand how we collect, use, and protect your personal information. We may need to update this notice periodically, but we will let you know when we do.

If you have any questions about this notice, please email us at retha.meiring@up.ac.za.

1. WHAT WE DO WITH AND FUNDING APPLICANT AND FUNDING RECIPIENT INFORMATION

1.1. We collect and generate personal information

<p>We collect personal information about funding applicants to assess your eligibility to receive NGA(MaSS) funding.</p>	<p>We collect:</p> <ul style="list-style-type: none">• Your Node leader's name, institution and signature,• Your HOD's signature,• Activity or event you want funding for and nature of your participation,• Your budget breakdown for the activity,• Your motivation for attending the activity or event,• Names of activity or event committee members,• Your name and contact details,• Your race and gender,• Your nationality
<p>We collect personal information about funding recipients to report on your progress to DHET and other funders.</p>	

	<ul style="list-style-type: none"> • Copy of your ID • Your current institution, • Your current position and which department, • Your staff number • Your highest qualification (details, year obtained and from which institution), • Current qualification you are registered for (details, date of registration, envisaged date of completion and at which institution), • Details of any previously received funding from the Teaching Development Grant (TDG) or the University Capacity Development Programme (UCDP) (year, application no., amount and achievements) • Your post activity report, • Your invoices, • Your financial report and supporting documentation.
<p>We generate records about funding applicants and funding recipients.</p>	<p>We generate:</p> <ul style="list-style-type: none"> • Minutes and notes related to our decision about your eligibility to receive funding, • Your application status, • Additional information about your projects, • Progress and financial reports, which are submitted to the DHET and other funders, • Progress presentations which are presented to other university partners within the consortium, • Official communication from UP that funds are available to fund your activity and a purchase order no., • Financial records of funds paid out to funding recipient and returned unused funds.

1.2. When and why we collect and process your personal information

When we collect and use your personal information	Why we collect your personal information
<ul style="list-style-type: none"> • When we process and consider your application to assess your eligibility to receive funding from NGA(MaSS). • When we verify the details of your application. • When we store your information. • When we process your funding invoices, financial reports and supporting documentation. • When we receive your post-activity or event reports. • When we report back on your progress to funders and all the university partners in the NGA(MaSS) consortium. 	<p>We process this information to conclude a contract with you and to meet our contractual obligations with you.</p>
<ul style="list-style-type: none"> • When you contact us by email or telephone, we use the information we collect to reply to, investigate, and resolve your query, complaint, or request. 	<p>We process this personal information because it is in your or our legitimate interest to do so.</p>
<ul style="list-style-type: none"> • When we produce reports and returns for funding agencies, government departments (the DHET), and public bodies. • When independent auditors conduct UP's annual financial audits, UP are required by law to share your information with them on behalf of the NGA(MaSS) consortium. 	<p>UP processes this information as a legal requirement under the Higher Education Act. For example, the Higher Education Act (Regulations for Reporting by Public Higher Education Institutions) encourages all South African public higher education institutions to comply with the corporate governance standards as set out in the King Code III.</p> <p>In addition, the Act requires all South African public universities to comply with the International Financial Reporting Standards. These requirements mean that UP must submit an independent auditor report in their annual report to the Department of Higher Education.</p>

When we publish your profile on our website.	We process this personal information with your consent.
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2. SOMETIMES WE HAVE TO SHARE YOUR INFORMATION

<p>We only use service providers we trust and who will keep your information secure. We have contracts in place to ensure that they do - whether they are local or abroad.</p>	<p>We use service providers to help us</p> <ul style="list-style-type: none"> • communicate with you • monitor the effectiveness of our services • manage our business, for instance, accountants and professional advisors • provide IT services • process tender applications • conduct independent annual financial audits <p>We only use suppliers and service providers we trust, who have agreed to keep your information secure and confidential and only use your information for the purposes for which we shared it with them.</p> <p>Some of the service providers that we use may be located in other countries. These countries may not have the same levels of protection of personal information as South Africa, in which case they must undertake to protect your personal information to the same level that we do.</p> <p>We provide for appropriate safeguards by means of contracts between us and our foreign service providers.</p> <p>Sometimes the law requires that we share your information, such as the Higher Education Act and its regulations pertaining to public higher education institutions.</p>
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3. WE HAVE TAKEN REASONABLE STEPS TO MINIMISE THE IMPACT OF A BREACH

We have reasonable security measures in place to protect your personal information.	<p>Our security measures are in place to protect your personal information from</p> <ul style="list-style-type: none">• loss• misuse• unauthorised access• being altered• being destroyed <p>We base our security measures on the sensitivity of the personal information that we hold.</p>
We regularly monitor our systems for possible vulnerabilities and attacks.	<p>No system is perfect, and we cannot guarantee that we will never experience a breach of any of our physical, technical, or managerial safeguards, but we regularly monitor our systems for vulnerabilities.</p>
We will let you know of any breaches that may affect your personal information.	<p>If something should happen, we have taken steps to minimise the threat to your privacy, and we will let you know if your personal information has been compromised. We will also let you know how you can help minimise the impact of the breach.</p>
You can help to keep your information secure by being aware of how you communicate.	<p>While our servers are protected, emails can still be intercepted. It is better not to share personal information with us in an email. Instead, give us a call or complete our online contact forms.</p>

4. KNOW YOUR PERSONAL INFORMATION RIGHTS

You may ask us about your personal information.	<p>You have the right to know when we collect and use your personal information, and to ask us what we know about you and what we do with that information.</p>
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You may access your personal information.	You may ask to access your personal information at igapp@up.ac.za . We may take one month to respond to your request and may charge a fee in some circumstances. We will let you know if this is the case.
You have control over your personal information.	You may ask that we update incorrect personal information, or complete personal information that may be incomplete.
	You may ask that we delete your personal information.
	You may ask to receive your personal information in a structured, commonly used, and machine-readable format.
	You may ask that we reuse your personal information for your own purposes across different services.
	Under certain circumstances, you may object to the processing of your personal information.
	You may object to automated decision-making and profiling.
	You may ask that a human review any automated decisions that we make about you, you may express your point of view about it, and obtain an explanation of the decision. You may challenge any automated decision made about you.
	You may ask that we restrict our use of your personal information.
You have the right to unsubscribe	You have the right to unsubscribe from any direct marketing we send you.