StudyTrust’s Policy on the Protection of Personal Information (POPI)

regarding

Information Needed for Processing Bursary Applications

By signing this form, you give consent that we use the information provided and to be provided while managing your bursary and your participation in our mentoring and psychosocial support programme for the purposes stated here.

POPI defines consent to be “any voluntary, specific and informed expression of will in terms of which permission is given for the processing of personal information.”

The POPI Act requires that a person must have a choice whether to consent or not (it must be voluntary). In this case, ,the consent is required for the purposes of a bursary application. It will be impossible to process an application without getting your consent to use the personal information as stipulated.

The POPI Act also requires that the personal information collected and stored and shared must relate to a specific purpose. The purpose here is processing requisite information relating to bursary selection. We will not use, sell, or provide your personal information to for any other purpose or to unauthorized third parties.

For bursary applications we will collect your:

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| --- | --- |
| * ID number (and birthday) * contact details (mobile numbers and email addresses) * residential and postal addresses (home and campus) * student number * study programme * study institution | * year level * official test and examination results and/or academic progress reports * information on your combined family income – and documentary proof thereof * alternative contact details of your next of kin * achievements and personal traits * career plans |

Conditional Third party sharing:

Your bursary application may be considered by specific companies/donors with specific conditions. Only the above-mentioned information will be shared with your potential bursary sponsors.

Your study institution may be requested to provide the basic information needed to be considered for a StudyTrust-managed bursary.

Data storage and management: Your application information will be stored in our the cloud-based bursary management system Development Manager (Devman), a product of KidzAfrica, contracted for this purpose by StudyTrust. The Devman database is also POPI Act compliant, and all the requisite measures are taken to ensure that your personal information is secure. The information will be kept and updated to allow us to keep contact with you should your bursary application be successful.

We also need to gather information relating to your achievements, strengths and weaknesses and reasons for your chosen career. We will share some of the information with potential bursary sponsors.

We also require a photograph of you that we may share with potential sponsors as part of an application profile.

If you have any concerns regarding our collecting, storing and/or sharing the personal information we need for managing your bursary, please inform the StudyTrust National Director, who is also our Information Officer, by sending an email to [m.hofmeyr@studytrust.org.za.](mailto:m.hofmeyr@studytrust.org.za) By signing below you confirm that you read and understood our POPI policy and give consent that we use, share and store your personal data accordingly.

Name and Surname ……….………………………………………………………….. ID No ………………………………………

*Signature ………………………………………………………………………………………Date ………………………………………*

***Parent / Guardian Signature ……………………………………………………***… ***Date ………………………………………***

(if applicant is underage)