



## **CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)**

### **Consent form for Excel Theological Training Academy (ETTA)**

#### **Overview**

The Protection of Personal Information Act (POPI) aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPI requires that personal information relating to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy. This consent form sets out how personal information will be collected, used and protected by ETTA, as required by POPI. The use of the words "the individual" for this document shall be a reference to any individual communicating with ETTA and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

#### **Personal information**

The personal information that ETTA requires relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, personal and work email and contact details.

#### **What is the purpose?**

ETTA is legally obligated to collect, use and disclose personal information for:

- reporting to various organizations e.g., SARS, CIPC, SAQA, FASSET, PAFA, QCTO, etc.
- evaluate and process applications.
- compiling statistics and various research reports.
- providing personalized communications and complying with the law.

#### **Process personal information**

ETTA will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- direct from the individual or a relevant public or equivalent entity.
- from education institutions, training providers, or other service providers that are providing or provided the individual with services.
- from our records relating to our previous supply of services or responses to the individual's request for services.

## To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries and other third parties referred above.

## Consent and Permission to process personal information:

### Tick the boxes please with an ✓

- I hereby provide authorization to ETTA to process personal information.
- I understand that withholding of or failure to disclose personal information will result in ETTA unable to perform its functions and/or any services or benefits I may require from ETTA.
- I indemnify and hold ETTA harmless in respect of any claims by any other person on whose behalf I have consented; against ETTA should they claim that I was not so authorized.
  - I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold the ETTA responsible for any improper or unauthorized use of personal information that is beyond its reasonable control.

Full name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** Please, sign and submit this document directly to Administration Department at [info@etta.co.za](mailto:info@etta.co.za)