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Protection of Personal Information Act (“POPIA”) Notice

To Whom It May Concern

POPIA is fully in effect as of 1 July 2021 and Akane Training Academy (in Association with Dakem Equipment cc) is obliged to comply fully with that legislation. POPIA regulates how we handle your personal information while we do our work. POPIA is intended to balance two competing interests, these are:

(a) your constitutional right to privacy (which requires your personal information to be protected); &

(b) the needs of our society to have access to and to use your personal information for legitimate purposes, for example, to enable us to provide a service to your Company.

POPIA obliges ATA Training to inform you of our data management protocol and that is the main purpose of this notice. If you wish to have greater insight into the way in which we implement POPIA, a copy of our POPIA Policy (including our Promotion of Access to Information Act / PAIA Policy) is held at our Offices. Further, please read our Privacy Policy attached to our website.

1. ATA Training will collect all your personal information from yourself directly.
2. We will be collecting your personal information to enable us to fulfil the mandate that we have been given by you. This is the effective services we provide, as a training provider.
3. We will be passing your personal information only to CETA and TETA to enable them to effectively issue our Company with SOR (Statement of Results) for all learners that have attended courses. Furthermore, all SETA’s have been issued with their POPIA compliance documents and training materials to ensure full-spectrum POPIA compliance.

Managing Director: C Mogakane and General Manager: JH Ross



South African Institute of
Occupational Safety and Health
Corporate Member



4. You can rest assured that unless we are legally obliged to share your personal information, we will only share so much of your personal information as is needed by the authority that requires it, and we will only do so when it is necessary for us to do our work for you. In addition, all ATA Training staff are bound by confidentiality clauses in their letters of employment.

5. You have the right of access to your personal information and the right to correct any errors relating to the information that we have on record. In addition, you have the right to object to us continuing to process your personal information. In this regard, please note that if you do exercise this right, we may not be able to do our work properly for you.

6. We are obliged by law to retain our records for a period after we have completed our work. During this period, your personal information will also remain protected. Please be advised that ATA Training does store information for a period of five years to allow for audits. This is on a safe and isolated database server.

7. Please note that ATA Training uses secure IT systems, passwords, a firewall and anti-virus protection. Your information is only transferred to CETA and TETA via their secure system and nowhere else.

8. Should you have any concern with the use of the way ATA Training uses or stores your personal information, please contact our Admin Offices for details of ATA Training registered Information.

9. ATA Training assures our valued clients that our processing of your personal information will be handled in a way that complies with all the relevant laws and that your rights to privacy will be protected as required by law.

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