

**Northern Quality Institute**  
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## **Northern Quality Institute (NQI) POPIA Compliance Policy**

### **1. Introduction**

Northern Quality Institute (NQI) is committed to protecting the personal information of all students, employees, and stakeholders in compliance with the Protection of Personal Information Act (POPIA). This policy outlines how we collect, process, store, and protect personal information.

### **2. Scope**

This policy applies to all personal information collected, processed, and stored by NQI, including but not limited to:

- Students
- Employees
- Service providers
- Website visitors

### **3. Collection of Personal Information**

NQI collects only the necessary personal information for the purposes of:

- Course registration and student records
- Communication regarding training and services
- Compliance with legal and accreditation requirements
- Processing payments and issuing certificates

### **4. Use of Personal Information**

Personal information will only be used for the intended purpose as agreed upon at the time of collection. NQI will not sell, rent, or share personal data with third parties unless required by law or with explicit consent.

## **5. Data Storage & Security**

NQI implements strict security measures to protect personal information from unauthorized access, alteration, or destruction. Measures include:

- Secure data storage systems
- Restricted access to authorized personnel only
- Regular security updates and compliance checks

## **6. Information Sharing**

Personal data may be shared with regulatory bodies such as QCTO, SETA, SAQA, and other accreditation authorities where necessary. All third-party service providers handling personal information on behalf of NQI are required to comply with POPIA.

## **7. Data Subject Rights**

Individuals have the right to:

- Access their personal information
- Request corrections or updates
- Object to processing under certain circumstances
- Request deletion of their data where legally applicable

All requests must be made in writing to [info@northernqualityinstitute.co.za](mailto:info@northernqualityinstitute.co.za).

## **8. Retention of Records**

NQI retains personal data only for as long as required by law, accreditation purposes, or legitimate business needs. Records will be securely disposed of once no longer needed.

## **9. Breach Notification**

In the event of a data breach, NQI will take immediate action to contain the breach and notify affected individuals and relevant authorities as required by law.

## **10. Policy Updates**

NQI reserves the right to amend this policy as needed to comply with legal requirements and improve data protection measures.

For any concerns or queries regarding this policy, please contact us at:

Email: [info@northernqualityinstitute.co.za](mailto:info@northernqualityinstitute.co.za)

Phone: 010 825 0179