



RISE ACADEMY OF ENTREPRENEURSHIP

Your Passion. Our Guidance.
Your Stage.

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Privacy Policy

RISE Academy of Entrepreneurship (Pty) Ltd Last updated: July 2026

1. Introduction

RISE Academy of Entrepreneurship (Pty) Ltd ("RISE Academy," "we," "us," or "our") is committed to protecting your personal information in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA). This policy explains what personal information we collect, why we collect it, and how we protect it.

This policy applies to students, parents and guardians, sponsors, website visitors, and anyone who submits personal information to RISE Academy through our website, enrolment forms, or otherwise.

2. What is POPIA?

The Protection of Personal Information Act is South African legislation that safeguards the integrity and sensitivity of personal information. It applies to information about clients, suppliers, employees, and learners, including contact details, correspondence, human resources and payroll data, curricula vitae, employment applications, CCTV records, and performance reviews.

3. Information We Collect

Depending on how you interact with us, we may collect:

- Identity or passport number
- Date of birth and age
- Contact details (phone number, WhatsApp number, email address, physical and postal address)
- Gender
- Home language
- Photos, voice recordings, and video footage (including for social media use)
- Education and qualification information
- Financial information relating to course payments
- Parent, guardian, or sponsor details where applicable

4. Why We Collect It

We use your personal information to:

- Process your course enrolment and manage your student record
- Communicate with you about your course, fees, and account
- Issue invoices and manage payment arrangements, including student loan applications
- Assess and moderate coursework, and manage assessment appeals
- Market our courses and share updates (only where you have consented)
- Comply with our accreditation and quality assurance obligations to bodies such as the QCTO - where relevant

5. How We Protect Your Information

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- Electronic learner and assessment records are password protected.
- Hard copy records, including facilitator, assessor, and moderator reports, are kept in a secure, lockable area with access limited to authorised personnel.
- Attendance registers that are no longer in use are destroyed. Copies used for HR, WSP/ATR, Employment Equity, or BEE auditing purposes have at least 50 percent of ID numbers, contact numbers, and email addresses removed.
- No learner workbook or record is shared with a third party without the learner's written consent.
- Our website and online systems are maintained on a secure platform with a valid SSL certificate.
- Access to our premises and administration offices is restricted and controlled.

6. Sharing Your Information

We do not sell or share your personal information with third parties for marketing purposes. We may share limited information with:

- Accreditation and quality assurance bodies (such as the QCTO or relevant SETA) as required for compliance
- External assessors or moderators, who are required to sign a confidentiality agreement before accessing any learner information
- Service providers who help us operate our business (such as payment processors), under confidentiality obligations

7. Photos and Marketing

RISE Academy regularly takes photos and videos for use on our website and social media. We only use images of students who have given consent, as recorded on their enrolment form. You may withdraw this consent at any time by contacting info@riseacademy.co.za.

8. Your Rights

Under POPIA, you have the right to:

- Request access to the personal information we hold about you
- Request that we correct or update inaccurate information
- Withdraw consent for the use of your information (such as photo or marketing consent) at any time
- Lodge a complaint with the Information Regulator of South Africa if you believe your information has been mishandled

To exercise any of these rights, contact us at info@riseacademy.co.za.

9. Retention of Information

We retain personal information only for as long as necessary to fulfil the purposes described in this policy, or as required by law or our accreditation obligations. Records that are no longer required are securely destroyed.

10. Changes to This Policy

RISE Academy reserves the right to update this Privacy Policy at any time. Continued use of our website or services after changes are posted constitutes acceptance of the revised policy.

11. Contact Us

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For more information on POPIA, visit <https://popia.co.za/>