



WEBSITE TERMS OF USE

This website [creativeacademy.ac.za] is operated by the CAPE TOWN CREATIVE ACADEMY (Pty) Ltd. The content on this website is aimed at providing users with information on the academic offerings of the institution, as well as guidelines for application and registration of students. We aim to provide accurate and up to date information at all times.

User agreement

We respect your privacy and are committed to protecting your personal data in terms of the Protection of Personal Information Act, 4 of 2013 [POPIA] and informing you of how we treat that information.

If you are a minor [under the age of 18], you must have permission from your parent/ guardian before you may use our website and give us your personal information. You will be requested to provide your parent/guardian's contact details, in order to confirm their permission.

By using this site, and submitting your information, you agree that your personal data will be collected and used, as described below.

We collect information about you when you visit our website and submit online forms:

- requesting information about our academic offerings. By submitting this Query form, you give us permission to contact you with regard to open days, competitions, scholarships, application and registration procedures, process the information and add your information to our prospective student database.
- applying for degree studies at the Creative Academy. By submitting this Application form, you give us permission to contact you with regard to your application, process the information and add your information to our prospective student database.
- registering for degree studies at the Creative Academy. By submitting this Registration form, you give us permission to contact you with regard to your application, process the information and add your information to our internal systems and platforms.
- applying and registering for non-qualification/short course studies at the Creative Academy. By submitting these forms, you give us permission to contact you with regard to your application/registration, process the information and add your information to our prospective student database / our internal systems and platforms.

Your personal information is shared with the Creative Academy departments directly involved in processing the information and providing relevant services to you. We may disclose personal data if required: by a subpoena or court order; to comply with any law; to protect the safety of any individual or the general public; and to prevent violation of our customer relationship terms.

Your personal information will only be kept for as long as required, in accordance with our retention policy.

When you provide us with personal information, you are given a choice at the time to consent to being contacted and to receive emails from us, by checking the relevant box. You have the right to unsubscribe at any time, thereby disabling any further email communication from being sent to you.

You also have the right to request access to the information we have collected about you and request that we correct or update any incorrect or incomplete information. All requests must be made in writing, providing proof of identity.

We use social media [Facebook, Instagram] to promote our services and send announcements to our followers. On both these platforms, users have the option to limit the information they share.

Cookies policy

We use cookies to learn how you use our website and to improve your experience when visiting our website. The information in cookies cannot be used to identify you.

Cookies are small text files that are automatically placed on your computer or mobile device when you visit a website. They are stored by your internet browser and contain basic information about your internet use. Your browser sends these cookies back to a website every time you revisit it, so it can recognise your device and improve your experience by, among other things, providing you with personalised content.

Session cookies: are temporary cookies that are used to remember your actions during the course of your visit to the website, and they expire when you close the web browser.

Persistent cookies: are used to remember your preferences within the website and remain on your desktop or mobile device even after you close your browser or restart your computer.

We use the following types of cookies on our website:

- **essential cookies** that allow our website to perform its essential functions. Without these cookies, some parts of our website would stop working.
- **site analytics cookies** that monitor how our website is performing, and how you interact with it. We use them to know how best to improve our website or services.

- **functional cookies** that remember who you are as a user of our website and any preferences you may have selected on our website to provide a better user experience for you.
- **Google Analytics** that collects information about visitor behaviour on our website. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. Google Analytics cookies are completely anonymous and the information cannot be used to identify who you are.

You can set your browser's settings to accept all, or certain cookies, or to prompt you each time a cookie is offered. [For more information, visit <https://www.aboutcookies.org/>]

Deleting or no longer accepting cookies may prevent you from accessing certain aspects of our website where cookies are necessary or because the website forgot your preferences.

Changes to the policy

Please also see our Privacy Policy in terms of the Protection of Personal Information Act, 2013. We may amend this policy at any time by posting the revised terms on the website. Please review the policy regularly for any changes. If you have any queries, please email info@ctca.co.za.

DATE: JUNE 2021