



PRIVACY NOTICE

The Department of Economic Development & Tourism respects and protects your privacy

What is this notice for and who does it apply to?

This Notice explains briefly how the Department of Economic Development & Tourism collects and uses personal information.

We collect personal information from or about citizens, employees and suppliers

- We collect personal information you choose to give us as a member of the public, job applicant, employee or supplier.
- We also collect information we need to provide you with specific public services.
- Other sources such as service providers or public bodies may also collect or check information from or about you on our behalf.

Types of personal information we collect and use

- We collect all or some of the following personal information where you give it to us, or it is typically required in certain situations:
 - general personal and contact information such as name, address, phone number and email address;
 - more detailed or sensitive information such as race, disability, gender, health and other information that is relevant and necessary to our relationship or specific government services you receive;
 - educational, employment, financial and criminal history from job applicants; tax number, bank account details and other relevant information from employees and suppliers; and
 - close circuit television (CCTV) images, audio recordings, photographs, fingerprints and identity numbers of people who access our buildings and facilities.
- Our website collects basic information about use (see [website privacy notice](#)).

Why and how we collect and use your personal information

- We use your personal information routinely to communicate and manage our relationship with you, to provide you with public services, for administrative reasons and to manage building security and access control.
- We only share your personal information on a confidential or restricted basis with selected:
 - external service providers working on our behalf, and
 - staff or external bodies for historical, statistical or research purposes.
- Sometimes we have to share personal information with public bodies for legal, law enforcement, public health and safety and similar reasons.

Your choices and consent in connection with your personal information

- You do not have to give us personal information, but then we may not be able to communicate with or provide government services to you.
- You have certain rights to access, correct or object to use of your personal information, subject to proof of identity.
- We store some personal information in secure foreign data centres.

Laws that apply to personal information and your rights

- The [Protection of Personal Information Act 2013 \(POPIA\)](#) and other laws regulate how we use and protect your personal information.
- You may contact the [Information Regulator](#) at inforeg@justice.gov.za for help.

How to contact us to complain or ask questions

- **Email:** ecohead@westerncape.gov.za
- **Phone:** 021 483 5065
- **Post:** Private Bag 979, Cape Town 8000
- **Visit us in person:** 80 St Georges Mall, Waldorf Arcade, Cape Town 8001