



Privacy Policy: Career Excel Academy (CEA)

Last Updated: January 9, 2026

At Career Excel Academy (CEA), we are committed to protecting the privacy and personal information of our students, applicants, and stakeholders. This policy outlines how we collect, use, store, and protect your data in accordance with the **Protection of Personal Information Act (POPIA)** of South Africa.

1. Information We Collect

We collect personal information that is necessary for the administration of our educational services. This includes:

- **Identifiable Information:** Full names, Gender, ID/Passport numbers, and Nationalities.
- **Contact Information:** Email addresses, physical addresses, and contact numbers.
- **Academic History:** Previous qualifications and academic transcripts (e.g., Matric results).
- **Financial Information:** Billing details, payment history, and sponsorship/bursary information.
- **Technical Data:** IP addresses and website usage statistics when you visit our digital platforms.

2. Purpose of Collection

CEA processes your personal information for the following purposes:

- **Admissions & Enrolment:** Evaluating applications and registering students for qualifications.
- **Academic Administration:** Managing course delivery, assessments, and certification.
- **Communication:** Sending academic updates, administrative notices, and marketing material (with your consent).
- **Compliance:** Meeting statutory requirements from the Department of Higher Education and Training (DHET), SAQA, and relevant SETAs.
- **Financials:** Processing tuition fees and managing account balances.



www.cea.ac.za



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140 Bauhinia Street, Highveld
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3. Consent

By submitting an application or using our services, you provide your voluntary and informed consent for CEA to process your data for the purposes mentioned above. You may withdraw your consent at any time, subject to legal or contractual restrictions.

4. Data Sharing and Disclosure

CEA will not sell or rent your personal information. We only share your data with:

- **Regulatory Bodies:** DHET, SAQA, and professional bodies (e.g., SAPOA) for accreditation and certification.
- **Service Providers:** Trusted third parties who assist in operating our e-learning platforms or processing payments, provided they comply with strict confidentiality agreements.
- **Sponsors/Bursary Providers:** If your studies are funded by a third party, we may share academic progress reports with them.

5. Security of Information

We implement industry-standard security measures to prevent unauthorized access, loss, or destruction of your data. This includes secure servers, encrypted databases, and restricted access for authorized personnel only.

6. Your Rights under POPIA

You have the following rights regarding your personal information:

- **Access:** You may request a copy of the personal data we hold about you.
- **Correction:** You may request that we update or correct inaccurate or incomplete information.
- **Deletion:** You may request the deletion of your data, provided it is no longer required for legal or academic record-keeping purposes.
- **Objection:** You may object to the processing of your data for direct marketing purposes.

7. Data Retention

We retain student records for as long as necessary to fulfill academic requirements and comply with South African law regarding the retention of educational records.



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Career Excel Academy

8. Cookies

Our website uses cookies to enhance user experience. You can choose to disable cookies through your browser settings, though this may affect the functionality of certain site features.

9. Contact Us

For any questions regarding this Privacy Policy or to exercise your rights under POPIA, please contact our Information Officer:

Career Excel Academy (CEA)

- **Email:** info@cea.ac.za
- **WhatsApp:** 084 946 8033
- **Phone:** 012 884 0198
- **Address:** 140 Bauhinia Street, Highveld Techno Park, Centurion, 0169

Career Excel Academy reserves the right to amend this policy at any time to reflect changes in legislation or institutional practices.