



Dear UFS Colleague

06 July 2023

1. Background

As part of the institutional compliance project relating to the Protection of Personal Information Act (POPIA), the UFS has launched awareness training on the commercial Information Privacy Management System, called RUBIQ.

2. A note to those who have completed the training

Thank you to everyone who participated in the training. Please note that if you want to improve your exercise score and have utilised all your attempts, you may email the RUBIQ support team (support@rubiqbiz.com) for additional opportunities. Read the questions carefully before answering.

3. Request to those who have not completed the training

Please complete the training by following the step-by-step instructions in the [user guide](#). The high-level steps are as follows.

- a. Watch the videos.
 - i. <https://vimeo.com/565572266/9ec5c0020d>
 - ii. <https://vimeo.com/565573079/472e714def>
- b. Log in to the RUBIQ system.
 - i. Browse to <https://app.rubiqbiz.com>, preferably using Google Chrome.
 - Select the *Login with *SSO Authentication* option on the login screen.
 - Use your UFS email address and password to log in.
- c. Attest to watching the videos.
 - i. Click on the *Policy & Procedure* link in the left navigation panel.
 - ii. Click on the *Read My Documents* link in the Activities panel on the right side of the screen.
 - iii. Click *Attest*.
- d. Complete the exercises.
 - i. Click *Start Exercise*.
 - ii. Read the questions carefully before answering.

4. Support

- a. For support with login issues,
 - i. Please contact the UFS ICT Services desk by calling 051 401 2000 or sending an email to ufs@service-now.com.
- b. For support with using the system
 - i. Please email support@rubiqbiz.com.



Completion of the training is compulsory for all permanent and contract employees, as well as research fellows. However, service workers do not have to complete the attestation process or the exercises on the RUBIQ system. Your cooperation in ensuring the UFS complies with the POPIA is highly valued.

Please complete the training before the end of July. You will continue receiving reminder emails from support@rubiqbiz.com until you have completed the training.

Thanking you in advance.

Best wishes.

Adv. Vuyo Booyesen

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