

PRIVACY POLICY

In regulation to the Protection of
Personal Information Act, 4 of 2013



SEPTEMBER 2021

MILNERTON PRE-PRIMARY
SCHOOL

INDEX

| | Table of Contents | page |
|-----|------------------------------------|-------------|
| | Introduction | 3 |
| 1. | Collection of personal information | 3 |
| 2. | How we use personal information | 4 |
| 3. | How we store information collected | 5 |
| 4. | Processing of personal information | 5 |
| 5. | Disclosure of personal information | 5 |
| 6. | Personal information security | 6 |
| 7. | Rights to personal information | 6 |
| 8. | Retention of personal data | 7 |
| 9. | Automated decision making | 7 |
| 10. | Right to object | 7 |
| 11. | Right to lodge a complaint | 7 |
| 12. | How to contact us | 7 |
| 13. | Changes to our Privacy Policy | 7 |

PRIVACY POLICY

In accordance with the Promotion of Access to Information Act (PAIA), Act 2 of 2000 and in compliance with the Protection of Personal Information Act (POPIA), Act 4 of 2013.

INTRODUCTION

Personal information refers to the information that identifies or relates specifically to you.

By enrolling your child into Milnerton Pre-Primary School, (referred to hereafter in this document as 'the school'), the parent/s/legal guardian (referred to hereafter in this document as 'you') consent to our Privacy Policy. This Privacy Policy sets out how Milnerton Pre-Primary School uses and protects any information which you willingly give to the school. Milnerton Pre-Primary School seeks to employ best practice when it comes to the collection and processing of personal information in accordance with data protection and privacy legislation. All staff members employed by Milnerton Pre-Primary School will comply/abide by this policy.

1. COLLECTION OF PERSONAL INFORMATION

- 1.1. We collect and process your personal information mainly to provide you with access to our services and to help us better communicate with you, to support our contractual relationship with you and for certain other purposes explained below.
- 1.2. When enrolling your child and completing any documentation, subscribing to any communication sites/groups or platforms, emails, as appropriate, may be asked for. The type of information we collect will depend on the purpose for which it is collected and used. We will only collect information that we need for that purpose.
- 1.3. We collect information directly from you where you provide us with your personal details, for example when you submit enquiries to us directly or indirectly such as via email, in person, in writing or telephonically.
- 1.4. Where possible, we will inform you what information you are required to provide to us and what information is optional.
- 1.5. **WE MAY COLLECT DIFFERENT KINDS OF PERSONAL DATA ABOUT YOU WHICH WE HAVE GROUPED TOGETHER AS FOLLOWS:**
 - 1.5.1. **Identity/Personal Data:** name, marital status, title, date of birth, gender, religion, race and legal status, as well as copies of your identity document/passport, identity/passport number, photographs and occupational information.
 - 1.5.2. **Learner Data:** copy of child/children's birth certificate/passport, identity/passport number, copy of vaccination page of clinic card, information pertaining to any medical conditions, therapeutic reports and/or assessments your child may have undergone or be attending, photographs, past school reports and information, religion and dietary requirements.
 - 1.5.3. **Contact Data:** address including proof of residence, email address, telephone/cell-phone numbers and including next of kin details.

- 1.5.4. **Transaction Data:** which includes details about your banking details and a record of payments to and from you.
- 1.5.5. **Security Data:** which may include records of you and/or your child/children accessing our school premises, as well as CCTV camera footage pertaining to areas outside the perimeter of our school.
- 1.5.6. **Unsolicited information about you:** our school may receive information about you that we have taken no active steps to collect. If permitted or required by law, our school may keep records of this information. If not, we will destroy or de-identify the information when practicable, lawful and reasonable to do so.
- 1.6. With your consent, the school may also supplement relevant information that you provide to us with other institutions pertaining to your child's well-being and educational needs.
- 1.7. All the personal information of the children is loaded on the Western Cape Education Department Centralised Education Management Information System (CEMIS) which is a requirement for all Western Cape schools.
- 1.8. If any information you provide us contains the processing of personal information of your child/children for instance information given to us about your child/children during a complaint resolution process, this processing of personal information of children may only be carried out with the prior consent of the competent person being the parent/s or legal guardian, unless lawful basis exists allowing the school to process such information without the aforementioned consent such information pertaining to misconduct requiring disciplinary action.

2. HOW WE USE PERSONAL INFORMATION

- 2.1. All personal information of children aged 4.5 to 6 years of age and their parent/parents/guardians are required to be loaded onto the Western Cape's Centralised Education Management System (CEMIS).
- 2.2. When a learner has been accepted at or transferring to another school, our school transfers information about the learner to that school. This may include all or relevant copies from the learners personal file such as school reports, records and health information. This enables the next school to continue to provide for the education of the learner, to support the learner's social and emotional well-being and health.
- 2.3. For audit and record keeping purposes.
- 2.4. Helps to speed up your future activities and experiences in conjunction with other parties' activities. For example, another party will be able to recognise that you have provided your Personal Information and will not request the same information a second time, in connection with an activity and/or legal proceedings.
 - 2.4.1. Offer you the opportunity to take part in competitions or promotions.
 - 2.4.2. Suggest products or services (including those of relevant third parties) which we think may be of interest to you.
 - 2.4.3. To carry out our obligations arising from any contracts entered into between you and us.
 - 2.4.4. To confirm and verify your identity for security purposes.
 - 2.4.5. To contact you regarding educational products and services which may be of interest to you, provided you have given us consent to do so or you

have previously requested a product or service from us and the communication is relevant or related to that prior request.

- 2.4.6. To communicate with you and keep a record of our communications with you and your communications with the school.
- 2.4.7. We will also use your personal information to comply with legal and regulatory requirements or industry codes to which we subscribe or which apply to us, or when it is otherwise allowed by law.
- 2.4.8. Where we collect personal information for a specific purpose, we will not keep it for longer than is necessary to fulfil that purpose, unless we have to keep it for legitimate educational or legal reasons. In order to protect information from accidental or malicious destruction, when we delete information from our services, we may not immediately delete residual copies from our servers or remove information from our backup systems.
- 2.4.9. To personalise your experience (your information helps us to better respond to your or your child's individual needs).
- 2.4.10. To improve our school based on the information and feedback we receive from you.
- 2.4.11. To protect our rights in any litigation.

3. HOW WE STORE INFORMATION COLLECTED

- 3.1. Personal information is held only for as long as is deemed necessary by the school for the duration of time during which your child/children are enrolled at our school or as may be required in terms of any legislation.
- 3.2. Personal information that you provide to the school will be stored in one of two ways or both, electronically, which is password protected, and or in hard copy filed in a lockable cabinet with reasonable organisation and technical safeguards in place to protect all personal information.
- 3.3. We may keep and process relevant personal information if and for as long as:
 - You agree to the school keeping it for a specific further period.
 - The school needs it reasonably for evidentiary purposes.
 - The school is required to keep it for lawful purposes.

4. PROCESSING OF PERSONAL INFORMATION

- 4.1. Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company or school or third party for any reason whatsoever, without your written consent, other than information expressly required by the Western Cape Education Department and that for the express purpose of the managing of the school, any feedback on your child or any service requested.
- 4.2. The email address you provided may be used to send you information and updates pertaining to your child, in addition to receiving occasional school news, updates, related product or school information, etc.
- 4.3. Note: Should you at any time wish not to receive future emails, then send us an email or written note requesting to unsubscribe you.

5. DISCLOSURE OF PERSONAL INFORMATION

We implement a variety of security measures to maintain the safety of your personal information when you have provided the school with any such information.

- 5.1. Where we have a duty or a right to disclose in terms of law or industry codes;
- 5.2. Where we believe it is necessary to protect our rights.

6. PERSONAL INFORMATION SECURITY

6.1. We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information is secure.

As such, Milnerton Pre-Primary School strives to ensure the security of all personal information we hold by taking reasonable measures to prevent destruction, unlawful access and loss of personal information. Any compromise of integrity or confidentiality will be reported to you by written notice.

While to the best of our ability and taking the above security measures when processing Personal Information the school does not guarantee that, due to circumstances beyond our control, your or your child/children's personal information is or may be 100% secure.

6.2. Our security procedures cover:

- 6.2.1. Acceptable usage of personal information.
- 6.2.2. Access to personal information.
- 6.2.3. Computer and network security.
- 6.2.4. Governance and regulatory issues.
- 6.2.5. Investigating and reacting to security incidents.
- 6.2.6. Monitoring access and usage of personal information.
- 6.2.7. Physical security.
- 6.2.8. Retention and compliant disposal of information
- 6.2.9. Secure communications;

6.3. When we are in contract with third parties (extra-mural activities, out-sourced therapies), we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure. We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to in terms of POPIA.

7. RIGHTS TO PERSONAL INFORMATION

- 7.1. You have the right to request a copy of the Personal Information we hold about you. To do this, simply contact us in writing and specify what information you would like. We will take all reasonable steps to ensure your identity before providing you with any personal information pertaining to you or your child/children.
- 7.2. You have the right to ask us to update or correct your personal information. We will take all reasonable steps to confirm your identity before making amendments to Personal Information we may hold about you. We would appreciate it if you would take the necessary steps to keep your Personal Information accurate and up-to-date by notifying us of any changes that we need to be aware of.

- 7.3. You have the right to request erasure of personal data. This enables you to request that the school delete or remove personal information where there is no lawful basis for us continuing to process or retain it. The school may not always be able to comply with your request to erase or de-identify personal information due to having to comply with applicable law or for specific legal reasons which would be communicated to you if applicable.
- 7.4. You have the right to withdraw consent at any time where the school is relying on consent to process personal information provided that it will not affect the lawfulness of any processing carried out before you withdraw your consent.

8. RETENTION OF PERSONAL DATA

Milnerton Pre-Primary School will retain your data in compliance with the POPI Act and in compliance with other applicable legislation.

9. AUTOMATED DECISION MAKING

Milnerton Pre-Primary School does not use Automated Decision Making in connection with your personal data.

10. RIGHT TO OBJECT

In terms of the Protection Of Personal Information Act (POPIA) Chapter 3, Condition 6, section 18. (h) (iv) you have the right to object to the processing of personal information as referred to in Chapter 3, Condition 2, Part A, section 11(3) of the POPIA.

11. RIGHT TO LODGE A COMPLAINT

In terms of the POPIA Chapter 3, Condition 6, Section 18. (h)(v) you have the right to lodge a complaint to the Information Regulator (South Africa) (IRSA).

The IRSA contact details are:

<https://www.justice.gov.za/infoREG/contact.html>

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533 Braamfontein, Johannesburg, 2017

Information Regulator:

Email infoREG@justice.gov.za

12. HOW TO CONTACT US

If you have any queries about this notice or believe we have not adhered to it, or need further information about our privacy practices or wish to give or withdraw consent, exercise preferences or access or correct your personal information, please contact us on:

- i. Tel: (021) 552-2288
- ii. Fax: (021) 552-5417
- iii. Email: office@milnertonpps.co.za
- iv. Postal address: P O Box 50, Milnerton, 7435
- v. Physical address: Corner of Jansen & Koeberg Roads, Milnerton, 7441

13. CHANGES TO OUR PRIVACY POLICY

This privacy policy applies only to information collected as mentioned above. Should we decide to change our Privacy Policy, we will communicate those changes to you and/or update the Privacy Policy modification date below. Our website has a separate Privacy Policy Notification.

This policy was last modified in September 2021



Mr A G le Roux
Chairperson of the Management Committee



Mrs L G Mitchell
Principal

28 September 2021