



PRIVACY NOTICE

IN TERMS OF PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT. 4 OF 2013)

Eversdal Primary School
 Stepping Stones, Durbanville, 7550
 Telephone No.: (021) 976 8134
 Email address: info@eversdal.org.za
 Website: www.eversdal.org.za

At Eversdal Primary School, your personal information and that of our learners are of utmost importance to us. Parents enrolling their children at Eversdal Primary School acknowledge that personal information, including special personal information of both parents and learners shall be processed by Eversdal Primary School. We also process personal information of our Employees, Governing Body Members, Suppliers, Visitors entering our premises and Visitors to our Website.

The primary purpose of this document is to identify how we process personal information to ensure compliance with the Protection of Personal Information Act, 2013 (hereinafter “POPIA”) and its Regulations.

1. Information we collect:

a) We collect information about you as stated in the table below:

Data subject category	Personal information processed
Children/Learners	Names; date of birth; ID/passport number/permit number; contact details: telephone numbers (if available), physical and postal address, email address; nationality; gender; academic record; extra-curricular activities record; awards record; well-being/medical; disciplinary action record; confidential correspondence; confidential counselling record; contact details of emergency contact person; head and shoulders photograph; CCTV footage; in-classroom footage; video footage of sport or cultural activities; photos/video for social media purposes.
Parents/Guardians/ Caregivers of learners/SGB Members	Names; date of birth; ID/passport number/permit number; marital status; contact details: telephone numbers, physical and postal address, email address; nationality; financial records; confidential correspondence; CCTV footage; photos/video for social media purposes.
Suppliers/Contractors (natural persons)	Names; date of birth; ID/passport number/permit number; nationality; tax-related information, contact details: telephone numbers, physical and postal address, email address; names of authorised signatories; nationality; contract to supply/perform a service; confidential correspondence; CCTV footage; Police Clearance.



Employees	Names; date of birth; age; ID/passport number/permit number; contact details: telephone numbers (if available), physical and postal address, email address; nationality; gender; marital status; ethnicity; home language; education information; copy of qualifications, curriculum vitae; employment application form; references; employment contract; appraisal records; financial information: tax number, remuneration details, medical aid number and subsidy, retirement fund number and contribution, other authorised deductions, garnishee orders; disciplinary action record; vetting records; copy of professional council registration certificate (if applicable); confidential correspondence; contact details of emergency contact person; well-being/medical; CCTV footage; in-classroom footage; photos/video for social media purposes; Police Clearance.
Suppliers/Contractors/Entities (juristic persons)	Legal name of the entity; registration number; tax-related information; Names of the contact person/s; contact details: telephone numbers, physical and postal address, email address; contract to supply/perform a service; confidential correspondence; Police Clearance.
Visitor to premises	Name; telephone number; health information; CCTV footage; photos/video for social media purposes.
Website	Name; Surname; email address.

b) The following should be noted:

- i) Eversdal Primary School will request the necessary consent of a competent adult when we process and collect information for which we require consent.
- ii) We will include consent clauses to our learners' enrolment agreements, employment contracts and service provider/supplier/contractor contracts, where necessary.
- iii) Information that a data subject makes public through advertising, publishing on social media or through any other public communication medium or event is not protected personal information.
- iv) There is no expectation of privacy in the open spaces of Eversdal Primary School's property and any venue open to the public.
- v) There is however an expectation of privacy in school toilets and changing rooms. Eversdal Primary School makes use of CCTV in the school's classrooms, corridors, walkways, sport fields, venues to which the public has access and offices. We use CCTV cameras for the security and safety of our learners, employees, school property and visitors to our premises. Notices regarding the use of CCTV cameras are displayed at our entrances.

c) Personal information and special personal information are defined in POPIA and can be found on the Information Regulator's website at the following link:

https://www.gov.za/sites/default/files/gcis_document/201409/3706726-11act4of2013protectionofpersonalinforcorrect.pdf

2. How we use your information and the legal basis:

We use your personal information:

- a) to process learner enrolments;
- b) to provide learners with appropriate education and support;
- c) to monitor learners' academic progress;
- d) to care for your health and well-being of staff and learners;
- e) for administration of enrolment, class placements, granting awards and bursaries;
- f) for administration of matters concerning parents, including fees, exemption applications, insurance claims, school SGB election voters' roll, communication;
- g) for administration of matters concerning staff;
- h) to process appeals, resolve disputes and defend litigation etc.;
- i) for the conducting of disciplinary processes of learners and staff;

- j) to comply with our legal obligations as a public school in terms of the South African Schools Act, 1996 (Act 84 of 1996) and any provincial education law;
- k) to comply with our monitoring and reporting obligations to National and Provincial Government departments in terms of the South African Schools Act, 1996 (Act 84 of 1996), and to comply with any law or order of court.

3. With whom do we share your information:

- a) We share your personal information internally (with employees) and with Educational Departments (Western Cape Education Department and the Department of Basic Education).
- b) With third parties including, but not limited to the South African Schools Administration and Management System (SASAMS), School Admissions Management Information (SAMI), SMSWeb, the School Governing Body, Xneelo (Website Hosting) and other schools with reference to progressions and transfers.
- c) The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal information will use your personal information for their own purposes (including to verify other information they already hold about you, etc.) and they may aggregate it with other information they already hold about you and your family.
- d) We also share your personal information with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc.).
- e) We are legally required to provide certain records relating to the progress of a learner (under 18 years) in his/her education to the learner's parents/guardians, including results of examinations.

4. We do not transfer your personal information to another country or international organisations.

5. We do not engage in automated decision making/profiling.

6. We use different platforms/channels to communicate with you.

If you require up to date information regarding school activities; parents are encouraged to sign up on our website to receive our newsletters and other communications from Eversdal Primary School. Parents should be aware that this communication channel might include advertising or other forms of marketing. It should be noted that you can "unsubscribe" at the bottom of your email notification and we will not contact you on this channel again. Parents that continue to use this channel of communication consent to the receiving of direct marketing information.

Our website is also regularly updated to provide our parents and learners with the latest information. You can also follow us on Instagram, Twitter or Facebook.

For more information regarding our communication channels, please visit our website at <https://www.eversdal.org.za/info/newsletters/communication/>

7. How long do we hold your personal information:

- a) Personal information is kept for as long as it is needed to comply with the administration needs of the school, requirements of the provincial and national departments of education and any applicable law.
- b) Certain personal information of learners such as learner annual promotion schedules and copies of National Senior Certificate Statement of Results and National Senior Certificates (and their previous equivalents), is retained for as long as it is in the interests of the data subjects to retain it.
- c) Employee personal files are destroyed after three years unless the employee requests that the school retain their information.

8. You have the following legal rights that can be exercised at any time:

- a) Right to complain to the Office of the Information Regulator.
 - i. Contact details: JD House, 27 Stiemens Street, Braamfontein, Johannesburg 2001.
 - ii. Email: complaints.IR@justice.gov.za
- b) Right of access to your personal information.
- c) Right to rectification of any personal information that is not accurate.
- d) Right to object to processing of your personal information.

9. Queries and complaints:

Please first give us a chance to resolve any query or complaint by contacting us at the details below.

Your complaint should include a brief description of what happened, when it happened and what personal information was affected.

If you wish to discuss anything in this privacy notice, please contact the school Information Officer:
Mr H. Arangies: harangies@eversdal.org.za.

Regards

**MR H.L. ARANGIES
EVERSDAL PRIMARY SCHOOL: HEADMASTER:
SIGNED ELECTRONICALLY**