



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

Eversdal Primary School  
Stepping Stones, Durbanville, 7550  
Telephone numbers: 021 976 8134  
email address: [info@eversdal.org.za](mailto:info@eversdal.org.za)  
website: [www.eversdal.org.za](http://www.eversdal.org.za)

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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 the 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.



Data subject category	Personal information processed
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 (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.
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](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 elections 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 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.  
Contact details: JD House, 27 Stiemens Street, Braamfontein, Johannesburg 2001  
Email: [complaints.IR@justice.gov.za](mailto: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 would like to discuss anything in this privacy notice, please contact the school.

Regards



**MR G. BURGER**  
**EVERSDAL PRIMARY SCHOOL: PRINCIPAL**



### PRIVAATHEIDSKENNISGEWING INGEVOLGE DIE WET OP DIE BESKERMING VAN PERSOONLIKE INLIGTING, 2013 (WET. 4 VAN 2013)

Laerskool Eversdal  
Stepping Stones, Durbanville, 7550  
Telefoon Nr.: (021) 976 8134  
E-posadres: [info@eversdal.org.za](mailto:info@eversdal.org.za)  
Webtuiste: [www.eversdal.org.za](http://www.eversdal.org.za)



By Laerskool Eversdal is u persoonlike inligting en dié van ons leerders vir ons van uiterste belang. Ouers wat hul kinders by Laerskool Eversdal inskryf, erken dat persoonlike inligting, insluitend spesiale persoonlike inligting van beide ouers en leerders, deur Laerskool Eversdal verwerk sal word. Ons verwerk ook persoonlike inligting van ons werknemers, beheerliggaamlede, verskaffers, besoekers wat ons perseel betree en besoekers na ons webwerf.

Die primêre doel van hierdie dokument is om te identifiseer hoe ons persoonlike inligting verwerk om voldoening aan die Wet op die Beskerming van Persoonlike Inligting, 2013 (hierna "POPIA") en sy regulasies te verseker.

#### 1. Inligting wat ons insamel:

- a. Ons samel inligting oor u in soos vermeld in die tabel hieronder:

Datakategorie	Persoonlike inligting verwerk
Kinders/Leerders	Name; geboortedatum; ID/paspoortnommer/permitnommer; kontakbesonderhede: telefoonnommers (indien beskikbaar), fisiese- en posadres, e-posadres; nasionaliteit; geslag; akademiese rekord; buitemuurse aktiwiteite rekord; toekenningsrekord; welstand/mediese; dissiplinêre aksierekord; vertroulike korrespondensie; vertroulike beradingsrekord; kontakbesonderhede van noodkontakpersoon; kop en skouers foto; CCTV- beeldmateriaal; klaskamerbeeldmateriaal; video-beeldmateriaal van sport of kulturele aktiwiteite; foto's/video vir sosiale media doeleindes.
Ouers/Voogde/ Versorgers van leerders/BL-lede	Name; geboortedatum; ID/paspoortnommer/permitnommer; huwelikstatus; kontakbesonderhede: telefoonnommers, fisiese- en posadres, e-posadres; nasionaliteit; finansiële rekords; vertroulike korrespondensie; CCTV- beeldmateriaal; foto's/video vir sosiale media doeleindes.
Verskaffers/ Kontrakteurs (natuurlike persone)	Name; geboortedatum; ID/paspoortnommer/permitnommer; nasionaliteit; belastingverwante inligting, kontakbesonderhede: telefoonnommers, fisiese- en posadres, e-posadres; name van gemagtigde ondertekenaars; nasionaliteit; kontrak om 'n diens te lewer/te verrig; vertroulike korrespondensie; CCTV- beeldmateriaal; Polisieklaring.



Werknemers	Name; geboortedatum; ouderdom; ID/paspoortnommer/permitnommer; kontakbesonderhede: telefoonnommers (indien beskikbaar), fisiese en posadres, e-posadres; nasionaliteit; geslag; huwelikstatus; etnisiteit; huistaal; onderwysinligting; afskrif van kwalifikasies, curriculum vitae; indiensnemingsaansoekvorm; verwysings; dienskontrak; beoordelings-rekords; finansiële inligting: belastingnommer, vergoedingsbesonderhede, mediese fondsnommer en subsidie, aftreefondsnommer en bydrae, ander gemagtigde aftrekkings, wettige hofbevel; dissiplinêre aksierekord; kritiese ontleding van dokumente; afskrif van professionele raadsregistrasiesertifikaat (indien van toepassing); vertroulike korrespondensie; kontakbesonderhede van noodkontakpersoon; welstand/mediese; CCTV-beeldmateriaal; klaskamer beeldmateriaal; foto's /video vir sosiale media doeleindes; Polisieklaring.
Verskaffers/Kontraakteurs/Entiteite (regspersone)	Regsnaam van die entiteit; registrasienommer; belastingverwante inligting; Name van die kontakpersoon/s; kontakbesonderhede: telefoonnommers, fisiese- en posadres, e-posadres; kontrak om 'n diens te lewer/te verrig; vertroulike korrespondensie; Polisieklaring.
Besoeker aan 'n perseel	Naam; telefoonnommer; gesondheidsinligting; CCTV-beeldmateriaal; foto's/video vir sosiale media doeleindes.
Webwerf	Naam; Van; E-posadres.

b) Die volgende moet van kennis geneem word:

- i. Laerskool Eversdal sal die nodige toestemming van 'n bevoegde volwassene versoek wanneer ons inligting verwerk en insamel waarvoor ons toestemming benodig.
- ii. Ons sal toestemmingsklousules insluit vir ons leerders se inskrywingsooreenkomste, dienskontrakte en diensverskaffer/verskaffer/kontraakteurskontrakte, waar nodig.
- iii. Inligting wat data openbaar maak deur advertensies, publisering op sosiale media of deur enige ander openbare kommunikasiemedium of gebeurtenis, is nie beskermde persoonlike inligting nie.
- iv. Daar is geen verwagting van privaatheid in die oop ruimtes van Laerskool Eversdal se eiendom en enige plek toeganklik vir die publiek nie.
- v. Daar is egter 'n verwagting van privaatheid in skooltoilette en kleedkamers. Laerskool Eversdal maak gebruik van CCTV in die skool se klaskamers, gange, wandelpaaie, sportvelde, lokale waartoe die publiek toegang het en kantore. Ons gebruik CCTV-kameras vir die sekuriteit en veiligheid van ons leerders, werknemers, skoleiendom en besoekers aan ons perseel. Kennisgewings rakende die gebruik van CCTV-kameras word by ons ingange vertoon.

c.) Persoonlike inligting en spesiale persoonlike inligting word in POPIA gedefinieer en kan op die Inligtingsreguleerder se webwerf by die volgende skakel gevind word:

[https://www.gov.za/sites/default/files/gcis\\_document/201409/3706726-11act4of2013protectionofpersonalinforcorrect.pdf](https://www.gov.za/sites/default/files/gcis_document/201409/3706726-11act4of2013protectionofpersonalinforcorrect.pdf)

## 2. Hoe ons u inligting en die wettige regsgrondslag gebruik:

Ons gebruik u persoonlike inligting:

- i. om leerderinskrywings te verwerk;
- ii. om aan leerders toepaslike onderwys en ondersteuning te bied;
- iii. om leerders se akademiese vordering te monitor;
- iv. om te sorg vir die gesondheid en welstand van personeel en leerders;
- v. vir administrasie van inskrywings, klasplasing, toestaan van toekennings en beurse;

- vi. vir administrasie van sake rakende ouers, insluitend fooie, vrystellingsaansoeke, versekeringsreise, skool se BL-kieserslys, kommunikasie;
- vii. vir die administrasie van aangeleenthede rakende personeel;
- viii. om appèlle te verwerk, geskille op te los en litigasie te verdedig, ens.;
- ix. vir die uitvoering van dissiplinêre prosesse van leerders en personeel;
- x. om te voldoen aan ons wetlike verpligtinge as 'n openbare skool ingevolge die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996) en enige provinsiale onderwyswet;
- xi. om te voldoen aan ons moniterings- en verslagdoeningsverpligtinge aan Nasionale en Provinsiale Staatsdepartemente ingevolge die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996), en om aan enige wet of orde van die hof te voldoen.

### **3. Met wie deel ons u inligting:**

- i. Ons deel u persoonlike inligting intern (met werknemers) en met Opvoedkundige Departemente (Wes-Kaapse Onderwysdepartement en die Departement van Basiese Onderwys).
- ii. Met derde partye, insluitend, maar nie beperk nie tot die Suid-Afrikaanse Skoleadministrasie- en Bestuurstelsel (SASAMS), Skooltoelatingsbestuursinligting (SAMI), SMSWeb, die Skoolbeheerliggaam, Xneelo ("Website Hosting") en ander skole met verwysing na vordering en oordragte.
- iii. Die vlak van deel en die aard van wat gedeel word, hang af van verskeie faktore. Die Departement se liggame waarheen ons u persoonlike inligting oordra, sal u persoonlike inligting vir hul eie doeleindes gebruik (insluitend om ander inligting wat hulle reeds oor u het, te verifieer, ens.) en hulle kan dit kombineer met ander inligting wat hulle reeds oor u en u gesin het.
- iv. Ons deel ook u persoonlike inligting met ander derde partye, insluitend ons versekeringsmaatskappy en ander diensverskaffers (insluitend IT-verskaffers, sekuriteitsverskaffers, regsadviseurs, ens.).
- v. Daar word wetlik van ons verwag om sekere rekords te verskaf rakende die vordering van 'n leerder (onder 18 jaar) in sy/haar opvoeding aan die leerder se ouers/voogde, insluitende uitslae van eksamens.

### **4. Ons dra nie u persoonlike inligting oor aan 'n ander land of internasionale organisasies nie.**

### **5. Ons raak nie betrokke by outomatiese besluitneming/profilering nie.**

### **6. Ons gebruik verskillende platforms/kanale om met u te kommunikeer.**

Indien u opgedateerde inligting oor skoolaktiwiteite nodig, word ouers aangemoedig om op die skool se webtuiste aan te teken om nuusbriewe en ander kommunikasie van Laerskool Eversdal te ontvang. Ouers moet bewus wees dat hierdie kommunikasiekanaal advertensies of ander vorme van bemerking kan insluit. Daar moet kennis geneem word dat u onderaan u e-poskennisgewing kan "uittteken" en ons sal u nie weer op hierdie kanaal kontak nie. Ouers wat voortgaan om hierdie kanaal van kommunikasie te gebruik, stem in tot die ontvangs van direkte bemerkingsinligting.

Ons webwerf word ook gereeld bygewerk om aan ons ouers en leerders die nuutste inligting te verskaf. U kan ons ook op Instagram, Twitter of Facebook volg.

Vir meer inligting oor ons kommunikasiekanale, besoek gerus ons webwerf by <https://www.eversdal.org.za/info/newsletters/communication/>

### **7. Hoe lank hou ons u persoonlike inligting:**

- a. Persoonlike inligting word gehou vir so lank as wat dit nodig is om te voldoen aan die administrasiebehoefte van die skool, vereistes van die Provinsiale en Nasionale Departemente van Onderwys en enige toepaslike wetgewing.

- b. Sekere persoonlike inligting van leerders soos jaarlikse bevorderingskedules, afskrifte van Nasionale Senior Sertifikaatstaat van Uitslae en Nasionale Senior Sertifikate (en hul vorige ekwivalente), word behou vir solank dit in belang van die datahouers is om dit te behou.
- c. Werknemers se persoonlike lêers word na drie jaar vernietig, tensy die werknemer versoek dat die skool hul inligting behou.

**8. U het die volgende wettige regte wat te eniger tyd uitgeoefen kan word:**

- a. Reg om by die Kantoor van die Inligtingsreguleerder te kla.
- b. Kontakbesonderhede: JD House, Stiemensstraat 27, Braamfontein, Johannesburg 2001.  
E-pos: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)
- c. Reg op toegang tot jou persoonlike inligting.
- d. Reg op regstelling van enige persoonlike inligting wat nie akkuraat is nie.
- e. Reg om beswaar te maak teen die verwerking van jou persoonlike inligting.

**9. Navrae en klagtes:**

Gee ons asseblief eers 'n kans om enige navraag of klagte op te los deur ons by die besonderhede hieronder te kontak.

U klagte moet 'n kort beskrywing insluit van wat gebeur het, wanneer dit gebeur het en watter persoonlike inligting geraak is.

Indien u enigiets in hierdie privaatheidskennisgewing wil bespreek, kontak asseblief die skool.

Groete



**MNR. G. BURGER**  
**LAERSKOOL EVERS DAL: SKOOLHOOF**