



Cordwalles

PREPARATORY SCHOOL FOR BOYS
Your Son's Foundation For Life.

PRIVACY NOTICE WEBSITE

INTRODUCTION:

Cordwalles Preparatory School (the School) respects the privacy of your personal information. We recommend that you read this notice and understand the use of your personal information. This notice provides information on how the School processes personal data provided by you, in accordance with the Protection of Personal Information Act (POPIA) and section 14 of the Constitution of South Africa, 1996, recognizing the right to privacy.

By visiting the School's website and submitting your personal information to the School, you have given permission for disclosures as per this Notice, and acknowledge that you have read and understand the terms of this Notice. You consent to the use of your personal information and agree that the School may collect, use, and transfer your personal information where appropriate.

In the event that you do not agree with these terms you may choose not to provide your personal information, however, this may impact the School's ability to support you as a prospective parent, prospective student, current parent, current student, prospective employee, employee, supplier or contractor.

The School's Information Officer and Deputy Information Officer maintain and develop this privacy notice.

DEFINITION OF PERSONAL INFORMATION

Personal Information is information that identifies and relates to living individuals and affects their privacy, as well as private information relating to identifiable organizations. Categories of information exist that require stricter processing controls e.g. section 26. Exclusions exist where processing of personal information falls outside the regulation of POPIA. Should you require additional information please visit www.gov.za.

PERSONAL INFORMATION PROCESSED BY THE SCHOOL

- Names, contact numbers, email addresses and addresses
- Family information
- Safeguarding information e.g. Professional involvement; Court orders
- Education information and Employment information
- Images; Audio; Video information (includes CCTV)
- Financial information
- Educational information from Education Centres previously attended

Other types of information, according to the School's purposes, are related to Health conditions, Criminal records and other sensitive information. These include:

- Health status and provision of health care for a specific individual
- Behavioural information
- Special Educational requirements
- Biometric information
- Ethnicity
- Religion
- Nationality and Location

HOW IS PERSONAL INFORMATION COLLECTED AND PROCESSED?

- Personally
- Telephonically
- Via our webpage, including information received through the following sections; Contact us, Admission, Events and Recruitment
- User generated information and posts submitted via our website and social media platforms
- Via email
- Via hand delivery or posting of paper documentation, including admission applications, job applications, emails, invoices, letters, RSVP's, consent forms and contracts of any sort.
- Via online tools such as Apps, educational software and software used by Staff
- Via CCTV at the School
- Through third parties such as Professionals or Authorities working with an individual

PURPOSE FOR THE PROCESSING OF PERSONAL INFORMATION

Cordwalles processes personal information to legitimately and lawfully carry out the School's educational activity.

- To assess whether the student meets the School's admission criteria
- To assess credit information for the party responsible for payment of school fees
- To provide educational services to the student, including support of learning, monitoring and reporting of progress
- To provide pastoral care and welfare to the student and to meet the social, physical and emotional requirements of the student
- To provide medical attention, catering and school transportation to the student, and other necessary services
- To comply with the law regarding the sharing and reporting of data
- To administer the School's Governing Body
- To enable Parents/Guardians to be contacted for their child's educational progress, in case of emergency, in case of School' closure, for School events etc.
- With the aim of celebrating School and individual achievements in school publications, advertising, social media and online streaming and keeping a record of the history of the School, with taking of photographs, videos etc.

In the case of CV's received information is collected about staff and prospective staff for:

- Selection and Suitability assessment
- Administration of staff records and human resources records
- Recruitment

WHO IS YOUR PERSONAL INFORMATION SHARED WITH?

The School may be required by law to share personal information with relevant authorities or third parties as permitted on statutory grounds, to comply with legal obligations or on the basis of specific consent given by the individual concerned.

The School will ensure that, where relevant, contractual safeguards are implemented to ensure the protection of your personal data where disclosing this information to a third party.

Your personal data will not be rented or sold to third parties.

CONSERVATION OF DATA

Personal information will only be retained for the period of time required to fulfil the purpose for which it was collected unless for a longer time for public interest archiving, scientific or historical research, statistical or alumni purposes. Once the information is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

YOUR RIGHTS

You have rights under POPIA regarding the processing of your personal information, subject to certain exemptions and limitations.

You have the right to:

- Be informed when personal information is collected for processing
- Access the information processed and how it is processed and to obtain a copy of the personal information, taking into account legal limitations and exceptions
- Request the erasing of personal information held by the School without undue delay, taking into account the legal limitations and exceptions
- Obtain rectification of your personal information providing a supplemental statement
- Obtain a restriction on processing of your personal information where it is inaccurate, illegal, unnecessary and not verified, taking into account the legal limitations and exceptions
- Obtain information portability of your personal information in a structured, common and electronic readable format, to allow the right to transmit the information to another controller, without hindrance from the controller to which the personal data has been provided
- Object to processing for direct marketing purposes
- Withdraw consent to the processing of your personal information, acknowledging that this shall not affect the lawfulness of processing before its withdrawal.

Therefore, in accordance with Section 5 of POPIA individuals will be able to exercise their rights by sending a written request, supported by a copy of their ID, to the School.

Data subjects have the right to request the correction, destruction or deletion of their personal information and to object, on reasonable grounds to the processing of their personal information, provided in clear language.

Data subjects have the right to a response to a request without undue delay, unless extended response time is required by the School, where necessary.

A request is subject to certain exceptions, limitations or contractual obligations. Information belonging to or identifying other individuals is exempt from right of access and is subject to legal privilege.

Confidential information relating to School Staff cannot be disclosed.

CONSENT

You will have the right and possibility to withdraw your consent for any specific purpose granted at any given time without prejudice of the legality of processing, according to the consent given before withdrawal, although this may affect the School's ability to fulfil any contractual obligations.

STORING AND SECURING INFORMATION

The appropriate technical and organisation measure will be taken by the School to ensure the security, confidentiality, integrity and privacy of your personal information, and prevention of unauthorised access or unlawful processing or accidental loss, destruction or damage of the files.

COMPLAINTS

If you are not satisfied with the School's response, or if you would like to discuss any aspect of the privacy notice, or if you believe we are processing your personal information disregarding the regulations in force, your claim can be sent to, in writing, the School or the Information Regulator at:

Complaints.IR@justice.gov.za or, P.O Box 31533, Braamfontein, Johannesburg, 2017

PRIVACY NOTICE UPDATES

The School will update this privacy notice periodically. It is recommended you review this information from time to time.