



## PROTECTION OF PERSONAL INFORMATION ACT 4 of 2013 (POPIA)

### 1. DEFINITION AND OBJECTIVE OF POPIA :

The purpose of POPIA in terms of sections 2 (a) (i) and (ii), (b), (c) and (d) is to – (a) give effect to the constitutional right to privacy, by safeguarding personal information when processed by a responsible party, subject to justifiable limitations that are aimed at – (i) balancing the right to privacy against other rights, particularly the right of access to information; and (ii) protecting important interests, including the free flow of information within the Republic and across international borders; (b) regulate the manner in which personal information may be processed, by establishing conditions, in harmony with international standards, that prescribe the minimum threshold requirements for the lawful processing of personal information; (c) provide persons with rights and remedies to protect the personal information from processing that is not in accordance with this Act; and (d) establish voluntary and compulsory measures, including the establishment of an Information Regulator, to ensure respect for and to promote, enforce and fulfil the rights protected by this Act.

### 2. POLICY PURPOSE :

Dunatos School respects the privacy of its parents, learners, staff and service providers and will only use personal information where it is required in the ordinary course of business to provide the products and services you request and therefore recognizes the importance of protecting personal information, and endorses the principles in the Electronic Communications and Transactions Act 25 of 2002 as well as the Personal Information Protection Act 4 of 2013 (“POPI”), which protects everyone's right guaranteed to keep his / her personal information private.

### 3. TAKE NOTE :

- *POPI authorizes the School to collect your personal information for legitimate purposes. In order to obtain / collect / process personal information, the School acts as the “responsible party” on your behalf by requesting access to information.*
- *When you fill in information, or when you submit a paper copy of any form on which personal information is affixed, you agree to the collection and processing of your details for the legitimate purposes above. Where you submit data on behalf of a third party, we will assume that the third party has unequivocally agreed to the provision, processing and use of such information.*
- *If you choose to provide the School with additional personal information, you agree to provide accurate and up-to-date information, and not to impersonate any person or entity, misrepresent such person or entity, or your relationship with falsely declare or otherwise misrepresent anyone or anything.*
- *Depending on the circumstances, we may choose not to collect information from some or any of these sources.*

### 4. POLICY APPLICATION :

This policy applies to the collection, use and disclosure of the personal information of website visitors / users when they access the School's services, as well as to all products, services, websites and applications offered by the School.

### 5. PERSONAL INFORMATION :

#### a) DEFINITION:

The School defines personal information as content related to an identifiable, living, natural person and, where applicable, an identifiable, existing legal entity.

#### b) WHAT: This includes, but also extends beyond, identifying information such as:

- names and surnames;
- email address;
- street addresses;
- cellphone and other phone numbers;
- identity numbers and / or dates of birth;
- personal data provided to the School or obtained from an online quotation;
- data obtained from e-mail inquiries or from a personal facility.

**c) WHY?**

- to communicate with you about general services in which we think you may be interested;
- to communicate with you about the School services or products in which we think you may be interested; and
- to provide you with marketing material that advertise the School's goods or services, unless you specifically ask us not to do so.
- to prove your identity when you contact us online.
- photos of children taken at school events for memory keeping and to honor learners for their achievements.

**6. SOURCES FROM WHICH INFORMATION IS OBTAINED**

- You personally
- The documents we request and which you provide
- Information that is publicly available, including court and tribunal reports and rulings



**7. DUNATOS SCHOOL RESPONSIBILITIES :**

- All of our employees, third-party service providers and partners (including their employees and third-party service providers) who have access to your personal information are subject to applicable, legally binding confidentiality and non-use agreements
- The School does not sell or provide personal information to third parties for independent use, nor will it in the future.
- The School may disclose personal information to our industry partners if such information is required to provide the product or service you request. However, our industry partners will only use any information as requested by the School. We protect your personal information by entering into agreements only with third parties that have their own POPI compliance policies. Compliance with POPI ensures that the personal information we disclose is used only for the specific legitimate purpose we request on your behalf.
- We will not keep your personal information for a longer period than we initially required it to, unless the law prescribes otherwise or you have agreed that we keep such information for a longer period
- If you so request, we will immediately return or destroy any of and all your personal information in our possession or under our control.
- We will give you access to your personal information to check and / or update your details.
- A policy on SAFE KEEPING OF PERSONAL DATA AND FILES is also available on request.
- We value the information you choose to provide to us, and will therefore take reasonable steps to protect it from loss, misuse, interference, unauthorized access, unauthorized disclosure or unauthorized modification.

**8. REGULATIONS :**

- No photos of children will be placed in the newspaper, the school's website or the school's Facebook page without a parent's written consent.
- Photos of children will be placed in the newspaper, the school's website or the school's Facebook page for the purpose of honouring their achievements and to explain what Dunatos represents.
- If you become aware and have evidence of any violation of the POPI Act, you must notify us immediately in writing.
- As soon as we receive the notification, we will acknowledge receipt in writing.
- After an appropriate investigation and as soon as possible after a decision has been made, our information officer will provide you with a written explanation of the decision as well as the reasons for it.

**SIGNED AND CONFIRMED**

	
Mrs. M L Stander M.D. / Owner	Mrs. S van Zyl Principal