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## **Consent Form in terms of the Protection of Personal Information Act 4 of 2013**

### **1. Introduction**

Otters' Creek Schools are committed to adhere to of all South African legislation, and as such, this Consent Form has been adopted as part of the Protection of Personal Information compliance framework, which is required by the Protection of Personal Information Act 4 of 2013 (POPI Act).

By agreeing to the terms of this Consent Form, you, (PARENT/GUARDIAN), hereby voluntarily authorize Otters' Creek Schools to process your personal information as well as that of the **LEARNER**.

In terms of **section 18 of the POPI Act**, we are required to bring to your attention certain matters relating to the use of your personal information, which we set out below. By interacting with Otters' Creek School's website and social media platforms, and providing your personal information to us, you acknowledge that you have read and understood this notice and have agreed to the contents hereof. You furthermore authorize us to take any of the actions described herein insofar as your personal information is concerned.

### **2. Which Personal Information do we collect?**

The nature of the personal information collected by Otters' Creek Schools is the following:

- Your identity and contact details (including names, physical address, telephone numbers, nationality, language, religion, and any other information you have provided to the school)
- Family details
- Admission/enrolment details
- History regarding previous schools attended
- Academic progress
- Special educational needs
- Medical information
- Information about the learner's behaviour and attendance
- Information about the learner's health, safety and welfare
- Financial information
- Photographs and/or video/audio material with or without the name of the learner

Kindly take note that Otters' Creek Schools collects and processes personal information pertaining to the proper functioning, management, and governance of the school, as prescribed in the South African Schools Act

84 of 1996 and other relevant education legislation and policies. The type of information obtained will depend on the purpose for which it is collected and will be processed for that purpose only.

### **3. How we use your information and the legal basis**

For the proper functioning of Otters' Creek Schools, we are required to process certain personal information, and this could be for any of the following reasons:

- The learner's application for enrolment and fulfilling our contractual obligation with you regarding the education of your child/children.
- To provide our learners with appropriate education and support.
- Monitor the learner's academic progress.
- Care for our learners and staff's health and well-being.
- To co-ordinate, evaluate, fund, and organize educational programmes.
- To comply with our legal obligations as an education body in terms of the Western Cape Provincial School Education Act, 1997.
- To comply with our monitoring and reporting obligations to National and Provincial Government bodies in terms of the South African Schools Act, 1996.
- Administration of customer accounts, which potentially includes debt management.
- To process appeals, resolve disputes and institute or defend litigation.
- Inform learners and/or parents/guardians of events and activities taking place at Otters' Creek Schools or relevant to the Otters' Creek Schools community.
- To market Otters' Creek Schools to the existing school community and to prospective parents and learners.
- To include photographs and/or video/audio material with or without the learner's name in school publications, on the school's website, social media, in inter-school activities, or in press releases or streaming services to celebrate the school's or the learner's activities, achievements or successes.
- To facilitate the relationship between Otters' Creek Schools and education partners.
- To allow controlled access to Otters' Creek Schools premises to ensure safety of our pupils and staff.
- Any other reason which is integral to our optimal functioning as a school.

If requested personal information is not provided to Otters' Creek Schools, we may not be able to properly fulfil the above-mentioned functions, which may result in the relevant interaction being interrupted or Otters' Creek Schools not engaging in such interaction at all. Otters' Creek Schools accepts no responsibility for any interruptions if Personal Information was requested by us but not provided.

### **4. Disclosure of Personal Information**

To maintain and improve our services, Otters' Creek Schools may need to share your personal information with third parties. Otters' Creek Schools will only do so where we have agreements in place to ensure the relevant third parties comply with these privacy terms, or where we are legally required, or have a duty or a right to disclose in terms of law or industry codes.

## 5. Personal Information Security

Section 19 of the POPI Act requires Otters' Creek Schools to secure the integrity and confidentiality of personal information in its possession or under its control by taking appropriate, reasonable technical and organizational measures to prevent loss, damage to or unauthorized destruction of personal information and unlawful access to or processing of personal information.

The Act further requires Otters' Creek Schools to take all reasonable steps to identify risks to personal information in its possession or under its control, establish and maintain appropriate safeguards against the identified risks, and ensure that the safeguards are continually updated in response to new risks, or deficiencies in previously implemented safeguards.

Otters' Creek Schools commits to notifying you, and the Information Regulator, should we suspect that a data breach has occurred.

## 6. Your Rights

You have the following rights:

- 6.1 The right to know what information is being kept, how it is being used, and when the school will disclose it.
- 6.2 The right to correct your details. The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- 6.3 The right to revoke consent. You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school.  
Revoked consent is not retroactive and will not affect any past or existing use of your information.

## 7. Contact Information

Otters' Creek Schools Information Officer:

Mrs. Yumna Allie - Principal

[otterscreekprincipal@gmail.com](mailto:otterscreekprincipal@gmail.com)

087 808 2331

Otters' Creek Schools Administrator:

Mrs. Shireen Isaacs

[otterscreekjunior@gmail.com](mailto:otterscreekjunior@gmail.com)

087 808 2110

## 8. Consent

If you are a parent/ legal guardian of a learner who is younger than 18 years old, you hereby consent to Otters' Creek Schools processing your personal information for the reasons as set out above. Kindly note that your failure to return this Consent Form before **30 November 2021**, will be deemed as an automatic assumption that you have consented to Otters' Creek Schools processing your and your child's personal information.

**Please complete the form and return to school by no later than 30 November 2021.**

**Tick the appropriate box below:**

- I agree
- I do not agree

Name & surname of learner:

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Learner's current grade \_\_\_\_\_

Name and surname of parent/ guardian:

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Address:

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City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone number:

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Signature of parent/ guardian:

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Date: \_\_\_\_\_