

LORRAINE PRIMARY SCHOOL

POPI PRIVACY NOTICE

LORRAINE PRIMARY SCHOOL
MEUSE AVENUE
LORRAINE
PORT ELIZABETH
EASTERN CAPE

041 367 1115

info@lorraineschool.co.za

principal@lorraineschool.co.za

The type of personal information we collect:

We currently collect and process the following information:

- Contact details (cell phone, email addresses), ID numbers, residential business address, contact person information, banking details, financial information, guardianship information and/or similar court orders(maintenance, restraining order, sole custody, etc.), emergency contact information, as well as possible employment information of the parents and/or designated guardians who send their children to school;
- Contact details, VAT numbers, registration numbers, business addresses, and email communication of our Suppliers;
- Educational record, educational history, medical history, disability and/or special needs of learners;
- Social workers' reports and recommendations (where necessary).

How we collect the personal information and why we have it:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To maintain relationship(s) with our parents / guardians of the learners who attend school;
- To process membership fees and/or similar payments;
- To communicate with parents / guardians and/or sports organizations regarding extra-curricular activities;
- To maintain work portfolio (education of learners);
- To facilitate the educational and/or similar needs and requirements of the learners;
- To comply with School Governing Body requirements;
- To comply with prevailing Legislation.

We use the information that you have given us to:

- To maintain teacher/learner relationships;
- To assist and meet the educational and developmental needs of the children;
- For purposes of processing invoices and/or similar online transactions;
- To contact parents / guardians for communications and/or further instructions;
- To liaise with third parties (sports groups, organisations, events organisers) etc.;
- To protect and to act in the best interests of the learners.

We may share this information with:

We may share certain personal information of yours with our External Auditors and/or our external Accountant, as and when required, as well as with South African Revenue Services, and with South African Police Services (in the event that there is a public/moral obligation to do so).

All personal information is only shared with trustworthy third parties after obtaining the consent of the applicable Data Subject(s).

Considering the Protection of Personal Information Act, the lawful bases we rely on for processing personal information are:

- 1) The data subject or a competent person where the data subject is a child **consents** to the processing, OR;
- 2) The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party, OR;
- 3) The processing complies with an **obligation** imposed by law on the business, OR;
- 4) The processing protects a **legitimate** interest of the data subject, OR;
- 5) The processing is necessary for the proper performance of a **public law** duty by the business, OR;
- 6) The processing is necessary for pursuing the legitimate **interest** of the business or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored at our company premises. There is restricted access to such information. We only keep your information for the absolute minimum period of time necessary, according to prevailing legislation and the prescribed retention period (this will depend on the type of information).

Access to and Correction of Personal Information

You are welcome to contact the Information Officer of the Responsible Party, MR MARCEL PIENAAR (Principal of the school), either telephonically or via email.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us in writing. All queries or complaints shall be directed to the Information Officer.

You can also complain to the INFORMATION REGULATOR if you are unhappy with how we have used your data.

The Information Regulator's address:

WOODMEAD NORTH OFFICE PARK

54 MAXWELL DRIVE, WOODMEAD

JOHANNESBURG

General inquiries email: enquiries@info regulator.org.za

Contact number: 010 023 5200.