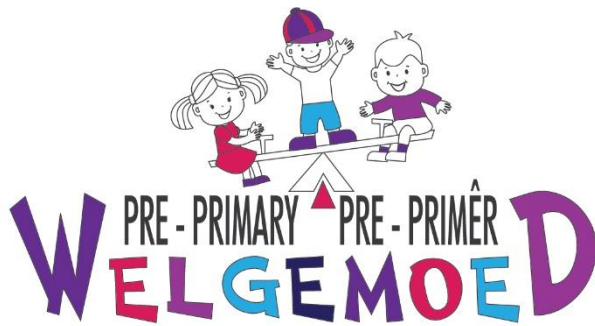




KOMMISSARISSTRAAT 64 • 64 KOMMISSARIS STREET WELGEMOED 7530 • T 021 913 2400 • [admin@welgemoedpp.co.za](mailto:admin@welgemoedpp.co.za)

## **NOTICE: PROTECTION OF PERSONAL INFORMATION**

The Protection of Personal Information Act, Act 4 of 2013 (POPIA) requires that we inform you how we process and disclose personal information we obtain from you. We are committed to protecting your privacy and will ensure that your personal information is used appropriately, transparently and in accordance with applicable law. This privacy policy applies to all electronic media and paper documents of Welgemoed Pre-Primary, including our website: [www.welgemoedpp.co.za](http://www.welgemoedpp.co.za) and determines the collection, storage and use of data.

### **1. THE INFORMATION WE COLLECT:**

We collect personally identifiable information, such as:

- your identity number(s).
- information regarding your minor child
- email address
- name, surname and date of birth
- home- and work address and telephone / cell phone number
- your occupation and name of employer
- medical history of your child
- previous schools your child attended
- information about your child's siblings
- previous medical records of your child
- previous assessments of your child
- gender of your child
- age of your child as well as you, the parent(s)

This is to provide your minor child with the best possible care and education. Such information will help the teacher to assess and assist your child with the right amount of compassion and insight.

### **2. HOW WE USE THE INFORMATION:**

We will only use your personal information for the purposes for which it was collected and agreed with you. This may include:

- Processing of your documentation regarding the application for a placement of your child;
- Processing of payments of school fees;
- Conducting credit reference surveys or verifications;
- Confirmation and verification of your identity or for security purposes;
- Requirements for auditing and record keeping;
- Providing our services to you and your minor child;
- To provide the Western Cape Department of Education (WCED) with the information they need.

### 3. DISCLOSURE OF INFORMATION

- We may disclose your personal information to our staff for educational purposes as well as to the Primary School to which your child has been admitted for Grade 1.
- We may also share your personal information with third parties and obtain information from you for purposes listed in 2 above (attorneys, debt collectors, WCED and the government)
- We may also disclose your information where we have a duty or the right to disclose it in accordance with applicable law, the legislation or industry codes or where it may be necessary to protect our rights.

### 4. PROTECTION OF INFORMATION

The POPI Act requires that we adequately protect the personal information we hold and to avoid unauthorized access to and use of your personal information. We will continuously review our security checks and -processes to ensure that your personal information is secure.

If we have to transfer your personal information to another country for processing or storage, we will ensure that any party to whom we pass on your personal information is subject to the same level of protection of your personal information as required of us.

### 5. YOUR RIGHT TO UPDATE YOUR INFORMATION AND ACCESS TO INFORMATION

You have the right to access the personal information we hold. You also have the right to ask us to update, correct or delete your personal information. We will take all reasonable steps to verify your identity before accessing your personal details or updating your personal information.

Contact us to update your personal details:

Email: [admin@welgemoedpp.co.za](mailto:admin@welgemoedpp.co.za)

Telephone: 021 913 2400

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Parent 1/Guardian 1

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Date

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Parent 1/Guardian 2

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Date