

EDUEXCELLENCE

School Privacy Policy & Notice



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EduExcellence

PRIVATE PERSONAL EDUCATION

EduExcellence School Privacy Policy

In accordance with the terms of the Protection of Personal Information Act (POPIA) and Section 14 of the Constitution of the Republic of South Africa, 1996, which recognises the right to privacy, EduExcellence PRS Group provides information about how we process personal information that you provide us with.

Should you have any queries regarding the processing of your personal information, our Information Officer(s) can be contacted by email on: operations@eduexcellence.co.za

Purposes for which we process information:

EduExcellence PRS Group & its Campuses process personal information to provide the school's therapeutic and educational activities to learners.

- The school collects and keeps learners and parents'/ guardians information when necessary:
- To ensure that the learner meets the school's admission criteria.
- To provide educational services including the support of academic learning, monitoring, and reporting on learner progress.
- To meet the educational, social, physical, and emotional requirements of the learner..
- To comply with legislative or administrative requirements.
- To enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents/guardians of their child's educational progress or about school events, etc.
- With the aim of celebrating school achievements and to keep a record of the history of the school, EduExcellence PRS Group & its Campuses may take photographs and recorded images of learners to be shared in yearbooks, the school website, the school's social media platforms, etc., always based on informed consent from parents or learners of legal age.
- To send commercial communications if previously requested and authorised by the *data subject. Commercial communications include: marketing, communication, newsletters and notices from the website, referral of commercial advertisements through e-mail, SMS, social networks or any other electronic or physical means, present or future, which enables such commercial communication.



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** Data Subject – This refers to the natural or juristic person to whom the personal information relates, such as an individual client, customer or company that supplies the organisation with products or other goods.*

Types of personal information we process:

We process personal data from our learners and their families and also from our employees, suppliers, contractors, prospective customers, and third parties interested in finding out more about EduExcellence PRS Group and its Campuses within the systems controlled by the school as Responsible Party.

The personal information processed is mainly the following:

- Names, addresses, telephone numbers, e-mail addresses and other contact details.
- Identity numbers and dates of birth.
- Family details such as structure.
- Safeguarding information (such as court orders and professional involvement including but not limited to healthcare professionals, court appointed officials etc).
- Education and employment data.
- Images, audio, and video recordings, which could include CCTV footage (video images).
- Financial information for credit checks and banking purposes.

Other types of data we may collect and process (if applicable to the individuals either learners and/ or employees), according to the school purposes as required by the relevant government departments, are related to health conditions, criminal records, and other sensitive information related to an individual, such as:

- Information about health status or provision of health care linked to a specific individual.
- Behavioural information.
- Special educational needs.
- Criminal records linked to a specific individual.
- Biometric information.
- Ethnicity.
- Religion.
- Nationality and location



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How we collect the information we process:

EduExcellence PRS Group & its Campuses collect information in several ways, including: Personally, and over the phone (verify ID Number, etc.).

- Through our application forms, enquiry & enrolment forms.
- From email and hand delivery paper documentation: invoices, letters, consent forms.
- Through any CCTV cameras located at our premises or sites.
- Through third parties, such as referees, professionals or authorities working with the individual.
- Photos and videos of students participating in activities or of work they have completed.

With whom do we share the data and information?

As a school, we may be lawfully required 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 or authorised person concerned.

We will ensure that, where relevant, contractual safeguards are implemented to ensure the protection of your personal information when disclosing your personal information to a third party.

For example, we will enter into data processing agreements with relevant parties (providing for restrictions on the use of your personal information and obligations with respect to the protection and security of your personal information).

Your personal information shall be neither rented nor sold to third parties.



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Conservation of information:

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, or statistical purposes. Once the personal information is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

Your rights:

Under the POPI Act you have rights regarding the processing of your personal information. These rights are, however, subject to certain exemptions and limitations.

You have the right to:

- Be informed, at the time when personal data is collected, about the data processing. Access the information we process and how we process it as well as to obtain a copy of the personal information considering the legal limitations and exceptions.
- Ask for the erasing of the personal information we hold about you without undue delay considering the legal limitations and exceptions.
- Obtain the rectification of your personal information providing a supplementary statement. Obtain restriction of processing of your personal data when it is inaccurate, illegal, unnecessary or not verified, considering the legal limitations and exceptions.
- Object to processing for direct marketing purposes.
- Withdraw consent at any time and freely to the processing of your personal information. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.



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Therefore, in accordance with Section 5 of POPIA referred to rights of data subjects, individuals will be able to exercise their rights by sending a written specific request, (forms can be found via our website) along with a copy of their ID card, to the Information Officer's email address: operations@eduexcellence.co.za.

Any request is subject to certain exemptions, limitations, or contractual obligations. Data belonging to or identifying other individuals is exempt from right of access and will be subject to legal privilege. We cannot disclose any confidential information related to the purpose of providing education within our group of schools, examinations or supplying examination scripts to external bodies. We cannot disclose confidential information on any of our staff.

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. Only where consent is required.

Storing and securing information:

The school shall use the appropriate technical and organisational measures to ensure the security, confidentiality, integrity, and privacy of the personal information, preventing from unauthorised access or unlawful processing as well as accidental loss, destruction, or damage of the files. Please refer to our company PAIA manual, available on our website, for more information.



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Notice:

EduExcellence PRS Group may need to update this privacy notice periodically, so we recommend that you review this information from time to time. This policy may be amended, supplemented, modified or altered from time to time by EduExcellence PRS Group Management.

Please refer to the most recently dated policy to ensure correctness.