



KING EDWARD VII SCHOOL

# **POLICY & PROCEDURE**

## **POLICY: USE OF PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013**

King Edward VII School complies with the Protection of Personal Information Act 4 of 2013 ("POPI") regarding the processing and protection of your personal information, as well as that of your children (including the names, physical address, telephone numbers and any other information you have provided to the school).

Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.

The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.

The school 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 will depend on the purpose for which it is collected and will be processed for that purpose only.

The school collects and processes personal information, in terms of section 11 of POPI, in the following circumstances:

- if the data subject, or a competent person where the data subject is a child, consents to the processing;
- if processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party;
- if processing complies with an obligation imposed by law on the school;
- if processing protects a legitimate interest of the data subject;
- if processing is necessary for the performance of a public law duty and is necessary for pursuing the legitimate interests of the school.

You may receive communication from the school in the form of a SMS, e-mail, Parent Portal, and the like for the purposes of disseminating academic, financial and other relevant school- related information.

The school will try to keep your information up to date. However, should any of your details change, please notify us (via [communications@kes.co.za](mailto:communications@kes.co.za)) to ensure that our records are as accurate as possible.

Records of personal information will not be retained any longer than is necessary for achieving the purpose for which the information was collected or subsequently processed, unless:

- retention of the record is required or authorised by law;
- the responsible party reasonably requires the record for lawful purposes relating to its functions or activities;
- retention of the record is required by a contract between the parties thereto; or
- the data subject or, where the data subject is a child, a competent person has consented to the retention of the record.

The school will destroy, delete or de-identify a record of personal information as soon as is reasonably practicable after the school is no longer authorised to retain the record. This will be done in a manner that prevents reconstruction of the information in an intelligible form.