



March 2022

Dear Parents/Guardians and Students

## **Privacy Notice**

*This Privacy Notice gives you some helpful information about personal information at Pinelands High School (PHS) including what personal information PHS will collect, why it is collected, who PHS shares this information with and why, how long PHS retains personal information, as well as your rights with regard to this information.*

*PHS has a Policy on the Protection of Personal Information which is drafted in accordance with The Protection of Personal Information Act (POPI). Please contact the School should you wish to see this policy.*

*Note – By enrolling in and attending Pinelands High School (PHS), you acknowledge that personal information (including special personal information) shall be captured and processed by PHS.*

### **1. Who we are**

We are Pinelands High School (PHS).

Address and contact details:

Pinelands High School  
Forest Drive  
Pinelands  
Phone – 021 531 7410

See also paragraph 9 below

PHS provides secondary level education.

### **2. The information Pinelands High School collects**

When you are a student at PHS, the School collects and uses your personal information.

The personal information PHS collects can include information about:

- a) Student's identity and contact details:
  - Name
  - ID number
  - Gender
  - Date and place of birth
  - Address
  - Phone numbers
  - Nationality
  - Language
  - Religion
  - Residence or Immigrant permit details
  - Medical information
- b) Family details:
  - Parents'/Guardians' names, ID numbers, address, phone numbers
  - Parents'/Guardians employment

Student's academic information:

- Admission/enrolment details
- Previous schools
- Academic record and progress

- CEMIS number
- Special educational needs
- Information about behaviour and attendance

Other information:

- Information about health, safety and welfare
- Images/photographs (including CCTV footage)
- Financial information including bank account details
- Other personal information.

### 3. How Pinelands High School uses information

PHS will use personal information for the following purposes including:

- To process the student's application for enrolment
- To provide appropriate education and support
- To monitor academic progress
- To care for the health and well-being of the student
- To care for PHS staff and students
- To process applications, fees and scholarships
- To promote the school to prospective students and parents
- To coordinate, evaluate, fund and organise educational programmes
- To comply with PHS's monitoring and reporting obligations to National and Provincial Government bodies in terms of the South African Schools Act, 1996
- To comply with PHS's legal obligations as an education body in terms of the Western Cape Provincial School Education Act, 1997
- To process appeals, resolve disputes, and defend litigation etc.
- To protect students and staff members by ensuring that only authorized individuals have access to the school campus

### 4. Who Pinelands High School shares information with

PHS only shares personal information with third parties who have a right to have access to this information, such as National and Provincial Government Education bodies.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which PHS transfers personal information will use personal information for their own purposes (including: to verify other information they already hold, etc.) and they may aggregate it with other information they already possess.

PHS may share some personal information with service providers where this is absolutely necessary (examples may include a transport company that transports students to a school event or an external academic institution where students are entered into an academic competition). In all cases only minimal and essential information is shared and these third parties must also adhere to POPI requirements and safeguard all information provided.

PHS is legally required to provide certain records relating to the progress of a student in his/her education to the student's parents/guardians, including results of examinations.

Please note that PHS would not share personal information with any third party where this is unnecessary or inappropriate or where this may result in direct marketing to the parent/guardian or to the student.

### 5. Pinelands High School does not transfer personal information to other countries or any international organisations.

### 6. Pinelands High School does not engage in automated decision making/profiling.



## 7. How long will Pinelands High School hold personal information?

Some personal information is only kept for a short period (PHS will destroy this at the end of an academic year because it is no longer needed).

Some personal information is retained for a longer period (retained after the student leaves PHS).

## 8. Your rights regarding your personal information

You have the following legal rights that can be exercised at any time:

- The right to have access to your personal information
- The right to rectification of any personal information that is not accurate
- The right to object to the inappropriate processing of your personal information
- The right to complain to the Office of the Information Regulator  
Contact details: JD House 27 Stiemens Street Braamfontein Johannesburg 2001  
Email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

The School would request, however, that should you have a complaint, the School be given the first chance to resolve this complaint. Please contact the School (see 9 below) and detail your complaint including a brief description of what happened, when it happened and what personal information was affected.

## 9. Contact details

In terms of the Protection of Personal Information Act, PHS has appointed and registered the following officers to oversee the collection and maintenance of personal information:

Information Officer – Mr Dave Campbell  
Deputy Information Officer – Mr Paul Bradnum

If you would like to discuss anything in this Privacy Notice or lodge a complaint, please contact the Information Officer at [informationofficer@phs.org.za](mailto:informationofficer@phs.org.za).

Yours sincerely



DJ Campbell  
Principal

