



PROTECTION OF PERSONAL INFORMATION ACT: INFORMATION AND CONSENT

The security of information is very important to Southcity Schools, and we take every reasonable precaution to ensure that any personal information provided to us is kept secure and remains confidential. Electronic information is stored within a secured network and is only accessible to a limited number of persons who have prescribed access rights to the data and security systems.

However, in terms of POPIA, we wish to draw the following sharing of information to your attention:

1. In the Classrooms: personal information is shared as follows:

- Class lists at the beginning of the year – this is also placed on the D6 the day before opening for the new year
- Birthday chart
- Incentive charts in various formats (including the Class Dojo), Wall of Fame (College)
- Pupils' art projects, assignments or project posters
- Honours Boards (Academic and Cultural)
- Peer assessments

2. Notice Boards on Corridors: personal information is shared as follows:

- Team lists for matches/entries for sport events, e.g. various house team lists
- Sign-up lists for various activities
- Monitor/Prefect duties

Due to the very nature of a school and the product and service provided, these displays form part of the environment and serve to encourage, motivate and inform our pupils. They are important to ensure a welcoming and personal environment in the classroom and on the corridors. We must not lose sight of the personal and warm atmosphere the schools aim to achieve.

3. CCTV Cameras on the Campus:

We wish to inform parents and pupils of the use of CCTV cameras throughout the campus. Footage may be used to determine/gather information with regard to safety and security. It is also a means to gather evidence which may be used in disciplinary procedures. It must also be noted that the IEB require that the NSC exam venue/s are monitored by camera.

4. Website, Facebook, Instagram, D6, Yearbook, DVD's, Newspaper: personal information is shared as follows:

- Academic, Cultural and Sport achievers and achievements
- Cultural and Sport achievers and achievements in Non-School activities
- End-of-year DVD's or Yearbooks may contain individual, class or group photos

Information shared on these platforms also serve to inform the general public/parents as to the events and activities that take place and give them a "view" of the life of the Schools.

5. Information supplied to third parties for the efficient running of the School and the programmes used to enhance the academic standard we provide: personal information is shared as follows:

- **IEB:**
 - personal information is shared for the enrolment of pupils to write the standardised International Benchmark Tests (IBT's) in Grades 3, 6 and 9
 - Grade 12 NSC exam registration, APE, APM, EGAD P3, Maths Lit (8th), Oral Moderation results, all SBA results and practical results.
 - **D6** – all newsletters, alerts, resources, information for parents and pupils, calendars, book lists, reminders, etc. No personal details are shared on the D6 itself (the app).
 - **Matific:** to enrol pupils for the current year to generate passwords for working on the programme. The previous year's enrolment is deleted.
 - **Gymbo Kidz:** to enrol pupils for the current year. The previous year's enrolment is deleted.
 - **Google Classroom:** Staff generate the classes using personal information to populate the classes and create personal credentials annually.
 - **Engraving of Trophies** for Academics, Cultural activities and Sport.
 - **Ed-Admin:** This is our administration system and all personal information of parents, staff and pupils, academic records, reports, as well as all information required by law (SASAMS/DBE) is captured on this system and in the interest of the schools, pupils, parents and staff. All access is password protected at all stages.
 - **The Schools collect, store and process names, contact details and information relating to yourself and your child.** Such information is made available to staff or responsible persons engaged or authorised by the Schools for School-related purposes. All digital information is password protected.
 - **Medical Aid** details are shared by the Sports Department, as well as any teachers going on excursions, where Medical Aid details may be necessary.
- 6. Information shared in public forums:** personal information is shared as follows:
- Awards ceremonies, plays or events with programmes (e.g. Eisteddfods), Monitor Ceremony
- 7. Information required by law:** is shared as follows:
- SASAMS: required by the Department of Basic Education, quarterly statistics and other requested information is provided

The School shall (and will procure that any third party professional engaged for the abovementioned purposes shall) under no circumstances sell any still and/or moving image, video

The Schools collect, store and process names, contact details and information relating to parents and pupils. Such information is made available to staff or responsible persons engaged or authorised by the Schools for School-related purposes to the extent required for the purpose of managing relationships between the Schools, parents/guardians and current pupils.

The above information is required and used in the interests of the pupils and academic programme/s of Southcity Schools. All digital information is access controlled.





SOUTHCITY CHRISTIAN SCHOOLS: CONSENT FORM

To be completed for Grades 000 to 12. Please attach page 3 to your Application Package.

PERSONAL INFORMATION REQUIRING CONSENT BY PARENT/S:

- **Please note: we will require that this form is completed at the beginning of each year.**
- **Should you wish to withdraw this consent, you may do so by informing the relevant School administration office in writing.**

Please tick/circle consent for section 8 below:

8. SCS requires your consent to/for:

- include any still and/or moving image, video footage, photographs and/or frames and/or audio footage, and or display boards and other media with or without name, of the Pupil, or depicting the Pupil, for the following uses: in School local publications, the School website, DVD's or Yearbook or in press releases to celebrate the Schools' or the Pupils' activities, achievements or successes;
- sales and marketing materials of the School such as leaflets, flyers, brochures or any other printed media designed for this purpose and disseminated locally (this includes expos and open days;

the promotion of the School on the School's official social media platforms, including but not limited to Facebook, or any other such social media platform designated for official use by the School.

- the Schools to provide information and references in respect of your child to any educational institution which you propose your child may attend. The Schools will take care to ensure that the information supplied is accurate and any opinion given on his/her ability, aptitude and character is fair.

YES	NO
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9. Disclaimer: The Schools cannot be liable for any loss you or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us including informing any other school or educational institution to which you propose to send your child, or any outstanding fees.

The consent/s stipulated above will be valid until the Pupil reaches the age of 18. Thereafter, a new consent is required directly from the Pupil.

I, _____ **parent or legal guardian of** _____

in Grade _____, have completed sections 8 and 9 above as required by POPI Act 4 of 2013.

GRADE 12 ONLY – FOR IEB PURPOSES:

Please tick the appropriate box:

Grant permission for the IEB to publish NSC results in newspapers.

DO NOT grant permission for the IEB to publish NSC results in newspapers.

NAME, SURNAME & SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

NAME, SURNAME & SIGNATURE OF PUPIL (OVER 18)

DATE

Updated February 2023
Updated August 2024

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“Excited about the Future”

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