

Hillcrest High School



HILLCREST HIGH SCHOOL

**PRIVACY NOTICE
IN TERMS OF POPI ACT CONDITION 6, SECTION 18, NOTIFICATION
(WITH ACKNOWLEDGEMENT TO THE GOVERNING BODY FOUNDATION)**

1. Who we are

HILLCREST HIGH SCHOOL with the following contact details:

Address: Private Bag 7012, Hillcrest, 3650

Telephone numbers: 031 765 1215

e-mail address/addresses : admin@hhs.co.za

website: www.hhs.co.za

provides secondary education.

2. Information we collect about you (the "data subject")

a) We collect the information about you as stated in the table below.

Data subject category	Personal information processed
Children/learners	Names; date of birth; ID/passport number/permit number; contact details: telephone numbers (if available), physical and postal address, email address; nationality; gender; academic record; extra-curricular activities record; awards record; well-being/medical; disciplinary action record; confidential correspondence; confidential counselling record; contact details of emergency contact person; head and shoulders photograph;
Parents/guardians/ care-givers of learners/SGB members	Names; date of birth; ID/passport number/permit number; marital status; contact details: telephone numbers, physical and postal address, email address; nationality; financial records; confidential correspondence;
Employees	Names; date of birth; age; ID/passport number/permit number; contact details: telephone numbers (if available), physical and postal address, email address; nationality; gender; marital status; ethnicity; home language; education information; copy of qualifications, curriculum vitae; employment application form; references; employment contract; appraisal records; financial information: tax number, remuneration details, medical aid number and subsidy, retirement fund number and contribution, other authorised deductions, garnishee orders; disciplinary action record; vetting records; copy of professional council registration certificate (if applicable); confidential correspondence; contact details of emergency contact person; well-being/medical; police clearance certificates
Suppliers/contractors (natural persons)	Names; date of birth; ID/passport number/permit number; nationality; tax-related information, contact details: telephone numbers, physical and postal address, email address; names of authorised signatories; nationality; contract to supply/perform a service; confidential correspondence;
Suppliers/contractors/ entities (juristic persons)	Legal name of the entity; registration number; tax-related information; Names of the contact person/s; contact details: telephone numbers, physical and postal address, email address; contract to supply/perform a service; confidential correspondence;

Headmaster: C.M. Girvin B.Sc (Hons) M.Phil

Shortlands Avenue, Hillcrest, 3610 Private Bag 7012, Hillcrest, 3650

Tel: 031 765 1215

Fax: 031 765 1062

Email: admin@hhs.co.za

Website: www.hhs.co.za

b) Notes:

- i) Additional information may be collected with the consent of the data subject, or the responsible adult if the data subject is under 18 years of age.
 - ii) Learners' enrolment agreements, staff employment contracts and service provider/supplier/contractor contracts may include provision for consent to the collection of additional information.
 - iii) Any information which a data subject makes public through advertising, publishing on social media or through any other public communication medium or event is not protected in terms of this Privacy Notice or the school's Privacy Policy.
 - iv) There is no expectation of privacy in the open spaces of the school's property and any venue open to the public, or at any event off the school's property but in an open space or venue open to the public.
 - v) There is an expectation of privacy in classrooms, school toilets and changing rooms, all offices except where a CCTV warning notice is displayed, and the staffroom.
 - vi) The school makes use of CCTV at the entrances to the school and on the corridor outside the change rooms on the field.
- c) Definition of Personal Information According to the POPI Act: "Personal Information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. The POPI Act, which has more specific examples. They can be found at the following link: https://www.gov.za/sites/default/files/gcis_document/201409/3706726-11act4of2013protectionofpersonalinforcorrect.pdf

3. How we use your information and the legal basis

We use your personal information:

- a) to process learner enrolments,
- b) to provide learners with appropriate education and support,
- c) to monitor learners' academic progress,
- d) to care for the health and well-being of staff and learners,
- e) for administration of enrolment, class placements, granting awards and bursaries,
- f) for administration of matters concerning parents, including fees, exemption applications, insurance claims, school SGB elections voters' roll, communication,
- g) for administration of matters concerning staff,
- h) to process appeals, resolve disputes, and defend litigation etc.,
- i) for the conducting of disciplinary processes of learners and staff,
- j) to comply with our legal obligations as a public school in terms of the South African Schools Act of 1996 and any provincial education law,
- k) to comply with our monitoring and reporting obligations to National and Provincial Government departments in terms of the South African Schools Act of 1996, and
- l) to comply with any law or order of court.

4. With whom do we share your information

- a) We share your personal information with third parties, including National and Provincial Government bodies.
- b) This includes the Department of Basic Education and the SAPS
- c) The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal information will use your personal information for their own purposes (including: to verify other information they already hold about you, etc.) and they may aggregate it with other information they already hold about you and your family.

- d) We also share your personal information with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc.).
- e) We are legally required to provide certain records relating to the progress of a learner (under 18 years) in his/her education to the learner's parents/guardians, including results of examinations.
- f) We make use of photographs/ video materials when needed and appropriate for administrative or marketing purposes

5. **We do not transfer your personal information to another country or international organisations.**

6. **We do not engage in automated decision making/profiling.**

7. **How long we hold your personal information**

- a) Personal information is kept for as long as it is needed to comply with the administration needs of the school, requirements of the provincial and national departments of education and any applicable law.
- b) Certain personal information of learners such as learner annual promotion schedules and copies of National Senior Certificate Statement of Results and National Senior Certificates (and their previous equivalents), is retained for as long as it is in the interests of the data subjects to retain it.
- c) Employee personal files are retained for as long as it is in the interests of the data subject to retain them.

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

- (a) 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
- (b) Right of access to your personal information.
- (c) Right to rectification of any personal information that is not accurate.
- (d) Right to object to processing of your personal information.

9. **Further Information**

For further information, please see our Privacy and Protection of Personal Information Policy available on the Hillcrest High School website or alternatively contact the school's Information Officer or Deputy Information Officer.

10. **Queries and complaints**

Please first give us a chance to resolve any query or complaint by contacting us at the details below. Your complaint should include a brief description of what happened, when it happened and what personal information was affected.

If you would like to discuss anything in this privacy notice, please contact the school Information Officer:

C.M. GIBLIN (name) at admin@hhs.co.za (email address)

Date of issue 10/8/2021 SGB Chairperson's signature 