

Hoër Meisieskool La Rochelle Girls' High School

Faurestraat
Posbus 21 Hoofstraat
Paarl
7622
Tel.: 021-872 4367
Faks: 021-872 7812



Faure Street
P.O. Box 21 Main Street
Paarl
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Tel.: 021-872 4367
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CONSENT FORM IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPI) CONSENT TO USE PERSONAL INFORMATION¹

By agreeing to the terms of this information form, you, (NAME AND SURNAME)

_____, hereby voluntarily authorise
La Rochelle Girls' High School to process your personal information, as well as that of the
learner (NAME & SURNAME) _____.

- 1.1 La Rochelle Girls' High School is a public school in terms of the South African Schools Act 84 of 1996 (as amended) and is managed and governed in terms of the provisions of the act, as well as the language and admissions policy drafted in terms thereof. The medium of instruction at the school is English and Afrikaans. The school offers education to grades eight to twelve.
 - 1.2 Postal address: PO Box 21
Main Street
Paarl
7626
 - 1.3 Street address: Faure Street
Paarl
7644
 - 1.4 Telephone number: 021 872 4367
 - 1.5 The information officer is the school Deputy Principal, Ms Nadene van Aswegen. Her e-mail address is nadene@larries.co.za.
The deputy information officer is the Departmental Head, Quinton Meades. His e-mail address is quinton@larries.co.za.
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2. Information regarding a learner which is collected

The following personal information of a learner of **La Rochelle Girls' High School** is collected and used:

The personal information collected may include information about:

- the learner's identity and contact details;
- images/photos (including CCTV footage);
- family details;
- admission/enrolment details;
- previous schools;
- academic progress;
- CEMIS number;
- special educational needs;
- nationality;
- language;
- religion;
- medical information;
- information about behaviour and attendance;
- information about health, safety and welfare;
- financial information (re fees, scholarships etc.); and
- other personal information.

If a learner is under 18 years when they enrol, the name, address, contact details and other information about the parents/guardians are collected. If a learner is under 18 years, the parent/guardian is consulted and asked to give consent for, amongst others, taking their photographs, going on school trips and more.

3. How the information is used and the legal basis

A learner's personal information is used for the following purposes, including:

- *the application for enrolment;*
- *to provide the learner with the appropriate education and support;*
- *to monitor their academic progress;*
- *to care for their health and well-being;*
- *to care for the staff and learners;*
- *to process applications, fees and scholarships;*
- *to co-ordinate, evaluate, fund and organise educational programmes;*
- *to comply with our legal obligations as an education body in terms of the Western Cape Provincial School Education Act, 1997;*
- *to comply with our monitoring and reporting obligations to National and Provincial Government bodies in terms of the South African Schools Act, 1996;*
- *to process appeals, resolve disputes, and defend litigation etc.*

4. With whom is the information shared

The personal information is shared with third parties, including other National and Provincial Government bodies.

This includes the Department of Basic Education (DBE), Western Cape Education Department (WCED) and *Staffroom* School Administration Programme.

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 the verification of other information they already have about the learner, etc.) and they may aggregate it with other information they already have about the learner and their family.

The personal information is also shared with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc.)

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.

5. Personal information is not transferred to a third country or international organisation.

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

7. How long we keep the personal information:

Some personal information is only kept for a short period (e.g. it will be destroyed at the end of an academic year when it is no longer needed).

Some personal information will be retained for a longer period (e.g. after you have left or completed your studies at **La Rochelle Girls' High School**).

8. You have the following legal rights that may 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.

Please tick the appropriate box below:

I agree I do not agree

Signature of parent/guardian

Date

Consent to receive internal marketing information

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for internal marketing purposes, and understand that by consenting, you may receive internal marketing materials in the form of SMSs, e-mails and the like from the school. No contact details will be made available to third parties for external marketing.

Please tick the appropriate box below:

I agree I do not agree

Signature of parent/guardian

Date

In the event of a complaint, complete the *REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY* at www.larries.co.za