



# St Cyprian's School

## PRIVACY NOTICE

### PRIVACY NOTICE IN TERMS OF POPI ACT CONDITION 6, SECTION 18, NOTIFICATION

By enrolling in, attending or engaging in business with St Cyprians School, you acknowledge that your personal information (including special personal information) shall be processed by St Cyprians School.

This Privacy Notice gives you some helpful information about who we are, what personal information we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Privacy Policy available at <https://www.stcyprians.co.za/>

#### 1. Who we are:

St Cyprians Address:

**2387 Gorge Rd, Oranjezicht, Cape Town, 8001**

**Telephone numbers: 021 300 6500**

**e-mail address/addresses: head@stcyprians.co.za**

website: <https://www.stcyprians.co.za/>

St Cyprians School provides primary education from Grade R to Grade 12.

#### 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; Limited Photographs and/or video/audio/streaming video material with or without the name of the Learner.
Parents/guardians/ caregivers of students/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.
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.

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, staffroom and all offices.
- vi. Many areas to which the public have access are covered by the school's CCTV system.
- vii. In some instances the school will make use of video/audio/streaming video material with or without the name of the data subject. Streaming video, although monitored by the school where reasonably practicable, is used for school and public events which in its nature becomes part of the public domain once published.

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](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. This includes but is not limited to the Department of Basic Education, the Western Cape Education Department and the IEB.
- b) 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.
- c) 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.).
- d) 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.

Please note that we do not transfer your personal information to another country or international organisations. Should this be required for any reason, such as international tours or learner exchanges, the school will contact you directly for your permissions in this regard.

We do not engage in automated decision making/profiling.

#### **5. How long we store 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 students such as student annual promotion schedules is retained for as long as it is in the interests of the data subjects to retain it.

#### **6. 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](mailto: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.

## 7. Further information

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

The Deputy Information Officer is:

**Sarah Mitchell** who can be contacted on [mitchells@stcyprians.co.za](mailto:mitchells@stcyprians.co.za)

## 8. 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:

Ms Shelley Frayne at: [fraynes@stcyprians.co.za](mailto:fraynes@stcyprians.co.za)

(Reviewed May 2025)