

PRIVACY POLICY OF DA SILVA ACADEMY

PROTECTION OF PERSONAL INFORMATION POLICY – POPIA POLICY

Effective Date: January 2024

Review Date: November 2024

1. Purpose

The purpose of this policy is to outline Da Silva Academy Independent School's commitment to protecting the personal information of students, parents, and staff in compliance with the Protection of Personal Information Act (POPIA) of South Africa.

2. Scope

This policy applies to all personal information processed by Da Silva Academy, including but not limited to information collected during enrolment, academic assessments, and communication.

3. Types of Personal Information Collected

Da Silva Academy may collect the following types of personal information:

- Names and surnames
- Contact details (phone numbers, email addresses)
- Identification numbers
- Academic records and performance
- Health information (when necessary)

4. Consent

- Da Silva Academy will obtain explicit consent from parents or guardians for the collection and processing of personal information of the learners.
- Consent will be documented and stored securely.

5. Data Protection Measures

- Personal information will be kept secure through appropriate physical, electronic, and administrative measures.
- Access to personal information will be limited to authorized personnel only.

6. Access and Correction Rights

- Individuals have the right to access their personal information held by Da Silva Academy.
- Requests for access or corrections must be submitted to our receptionist.

7. Retention of Data

- Personal information will be retained only as long as necessary for the purposes for which it was collected.
- Once data is no longer needed, it will be securely disposed of in accordance with best practices.

8. Data Breach Protocols

- In the event of a data breach, Da Silva Academy will immediately investigate and take necessary steps to mitigate the breach.
- Affected individuals and relevant authorities will be notified as required by POPIA.

9. Training and Awareness

- All staff will undergo training on data protection practices and their responsibilities under POPIA.
- Regular awareness campaigns will be conducted to reinforce the importance of protecting personal information.

10. Policy Review and Updates

- This policy will be reviewed annually or as required by changes in legislation or school operations.
- Any updates will be communicated to all the staff members and parents.


11. Contact Information


For any inquiries regarding this policy or POPIA compliance, please contact:

Mrs Hautmann
Principal

Approval:

Signatures:


Principal


Chairperson

Date: 30/10/2024

30-10-2024

Conclusion

This policy reflects Da Silva Academy Independent School's commitment to safeguarding personal information and ensuring compliance with the Protection of Personal Information Act. All staff members and parents are encouraged to familiarize themselves with this policy to contribute to a culture of privacy and protection of personal data.

School stamp:

