

(Registered Non-Profit Business)

GREENPARK PRE-PRIMARY & GR.R

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Dear Greenpark Parents and Guardians

You would most probably have seen in the press that the POPI Act becomes legally enforceable from 1 July 2021, and as such Greenpark needs to ensure compliance with the various aspects of the Act.

The primary purpose of the POPI Act is to enforce the consequences should a South African institution not behave in a responsible way when they collect, process, store and share someone else's personal information. The POPI Act will hold them accountable if they misuse or compromise your personal information. The POPI legislation labels your personal information "precious goods" and gives you the rights of protection and the capacity to still have control over your information.

To ensure that Greenpark complies with the above we need to advise you what personal information we currently have on record that we have collected from you, regarding you and your child/children in the one to three years you are with Greenpark Nursery School. Information filed away typically includes the following, but may vary from person to person:

<ul style="list-style-type: none">Name and Surname of child and child's parents/legal guardian/s	<ul style="list-style-type: none">Parents/guardians Occupation and name of employer	<ul style="list-style-type: none">Allergy information of child
<ul style="list-style-type: none">Date of birth of child	<ul style="list-style-type: none">Email addresses of parents/guardians	<ul style="list-style-type: none">Vaccination information of child enrolled at Greenpark
<ul style="list-style-type: none">Parents/guardians telephone; cell phone and email contact details	<ul style="list-style-type: none">Gender/title of parents/guardians	<ul style="list-style-type: none">Signed confirmation that first aider at the school may administer paracetamol (Calpol/Panado) to a child when running a temperature
<ul style="list-style-type: none">Physical address of parents/guardians	<ul style="list-style-type: none">Person responsible for paying school fees and their email and telephone and/or cell phone contact details	<ul style="list-style-type: none">Home Language
<ul style="list-style-type: none">Parents/guardians I.D numbers	<ul style="list-style-type: none">Marital status of parents/guardians	<ul style="list-style-type: none">Medical Aid information (name of medical aid and medical aid number)
<ul style="list-style-type: none">Emergency contact name and telephone number of one person other than father/mother/guardian	<ul style="list-style-type: none">Reports from Therapists regarding a specific child, filed away in child's private file in the school office and locked daily. Principal and School Secretary and teacher have access to this file.	<ul style="list-style-type: none">Signed Consent and Indemnity

<ul style="list-style-type: none"> Signed Conditions of Contract 	<ul style="list-style-type: none"> Completed and signed Developmental History of child 	<ul style="list-style-type: none"> Signed General Notes and School Rules
<ul style="list-style-type: none"> Class lists that teachers have access to with child's name and D.O.B and parent's names and contact numbers 		

The above information will be used by Greenpark Nursery School for the following purposes:

- To make telephonic contact concerning your child and school related information.
- To send emails and/or WhatsApp messages concerning your child and school related information and newsletters.
- To assist teachers with termly reports for parent-teacher meetings

Our appointed Accountants, The Tax Shop Parktown, have the following information only:-

- Parents/Guardians/person responsible for payment of fees, contact details, being email address and telephone and/or cell phone number
- If you child is referred to a therapist, you as the parent will be given the therapists contact details (email and/or phone number for you to contact directly yourself.

The POPI Act stipulates that an Information Officer is appointed who takes responsibility for the implementation of the provisions of the Act, and in the case of Greenpark Nursery School, Nola Bennett-Park (School Secretary and Bursar) has been appointed in this capacity.

Please feel free to contact Nola or I should you have any queries or should you wish to have personal information we have in our possession, deleted.

If you no long wish to receive the Greenpark Nursery School Newsletter please reply directly to this email and you will immediately be deleted from our distribution list.

Thank you and kind regards

Joan Tindale

Principal