

Greenpark Pre-Primary & Grade R

("the School")

Privacy Policy

in terms of

The Protection of Personal Information Act 4 of 2013

1. BACKGROUND

This Privacy Policy explains how Greenpark Pre-Primary & Grade R (registered as Greenpark Pre-Primary & Gr.R, a non-profit Early Childhood development School) ("Greenpark", "the School", "we", "us" or "our") collects, uses, stores, shares and protects Personal Information relating to prospective, current and former parents and guardians, our staff, and most importantly, the Children enrolled at, or attending, the School. This Policy is intended to align with the Protection of Personal Information Act 4 of 2013 ("POPIA") and other applicable South African laws, and has been prepared with particular regard to the additional protections POPIA gives to the personal information of Children and to special personal information such as health information.

As a Preschool and Early Childhood development ("ECD") facility, Greenpark works closely and daily with young children who cannot look after their own information or give Consent for themselves. We take this responsibility seriously, and this Policy sets out, in plain language, what information we hold, why we hold it, who may see it, and the rights available to parents and guardians on behalf of their Children.

2. RESPONSIBLE PARTY

For purposes of POPIA, Greenpark Nursery School is the Responsible Party in respect of Personal Information processed for its own operations, including the personal information of the Children in its care, their parents and guardians, and its staff. Where Greenpark uses third-party service providers (for example, its appointed accountants, or a therapist to whom a Child is referred), those parties act as Operators, or in their own right as separate responsible parties, only to the extent set out in this Policy.

Registered name	Greenpark Pre-Primary & Grade R
Trading name	Greenpark Pre-Primary & Grade R
Registration number	1957/000009/08
Registered address	Cnr 4th Avenue & 5th Street, Parkhurst, Johannesburg
Information Officer	Mrs Nola Bennett-Park (School Secretary)
Information Officer email	reception@greenpark.co.za
Telephone	011 0102380
General enquiries	072 282 1757
Website	www.greenpark.co.za

3. DEFINITIONS

3.1 **"Applicable Laws"** means POPIA and any other law, regulation, code or Regulatory direction applicable to the Processing of Personal Information or the operation of an early Childhood development School.

3.2 **"Child / Children"** means a natural person under the age of 18, and in particular a Child enrolled at, or attending, Greenpark Nursery School.

3.3 **"Competent Person"** means any person legally competent to Consent to any action or decision taken in respect of a Child, including that Child's parent or legal guardian.

3.4 **"Consent"** means any voluntary, specific and informed expression of will by which a Data Subject, or a Competent Person on behalf of a Child, permits the Processing of personal information.

3.5 **"Data Subject"** means the person to whom personal information relates, including a Child, a parent, guardian or other person responsible for a Child, a staff member, or a service provider, as the context requires.

3.6 **"Greenpark / School"** means Greenpark Nursery School, trading as Greenpark Pre-Primary & Grade R, a registered non-profit early Childhood development School.

3.7 **"Information Officer"** means the person appointed to take responsibility for Greenpark's compliance with POPIA, being Mrs Nola Bennett-Park (School Secretary).

3.8 **"Deputy Information Officer"** means the person appointed to assist the Information Officer, being Mrs Lauren Futter (Teacher).

3.9 **"Operator"** means a person or entity that processes Personal Information for Greenpark in terms of a contract or mandate, without coming under Greenpark's direct authority.

3.10 **"Personal Information"** means has the meaning given to it in POPIA, and includes information relating to an identifiable, living natural person, including a Child.

3.11 **"Policy"** means this Privacy Policy, as amended from time to time.

3.12 **"POPIA"** means the Protection of Personal Information Act 4 of 2013.

3.13 **"Processing"** means any operation concerning personal information, whether automated or not, including collection, recording, storage, use, dissemination, restriction, deletion or destruction.

3.14 **"Regulator"** means the Information Regulator established under POPIA.

3.15 **"Responsible Party"** means Greenpark Nursery School, being the party that determines the purpose of, and means for, Processing Personal Information for its operations.

3.16 **"Special Personal Information"** means personal information as defined in section 26 of POPIA, including information concerning a Child's health, such as allergy, medical aid, medication and vaccination information.

4. PURPOSE AND APPLICATION OF THIS POLICY

The purpose of this Policy is to inform parents, guardians and other Data Subjects what Personal Information Greenpark may collect, how it is used, who it may be shared with, and what rights are available to Data Subjects under Applicable Laws.

This Policy applies to the enrolment and registration process, day-to-day School administration, communication with parents and guardians (by telephone, email, WhatsApp and newsletter), fee administration, referrals to therapists, and any other interaction between Greenpark and a Data Subject. It should be read together with the School's signed Conditions of Contract, Consent and Indemnity form, Developmental History form, and General Notes and School Rules, which a parent or guardian completes and signs on enrolment.

5. CATEGORIES OF PERSONAL INFORMATION WE MAY PROCESS

5.1 *Personal Information of parents and guardians*

- name and surname, and I.D. number;
- physical and postal address;
- telephone, cell phone and email contact details;
- occupation and name of employer;
- gender/title and marital status;
- details of the person responsible for paying School fees, where different from the parent;
- the name and contact number of an emergency contact person other than a parent/guardian.

5.2 *Personal Information of Children (including special personal information)*

- name, surname and date of birth of the Child;
- home language;
- allergy, medical aid and vaccination information *(special personal information)*
- signed Consent for a first aider at the School to administer paracetamol (Calpol/Panado) when a Child is running a temperature;
- reports from therapists regarding a specific Child, filed in that Child's private file in the School office;

- signed Conditions of Contract, signed Consent and Indemnity, and signed General Notes and School Rules;
- completed and signed Developmental History of the Child;
- class list information (Child's name and date of birth, and parents'/guardians' names and contact numbers) made available to the Child's teacher(s).

5.3 Information such as a Child's allergy, medical aid and vaccination details, and any therapist reports, is Special Personal Information under Section 26 of POPIA, and receives an additional level of protection as described in Clause 9 below.

6. HOW WE COLLECT PERSONAL INFORMATION

Greenpark collects Personal Information directly from parents and guardians, principally at enrolment and throughout a Child's time at the School. Collection typically occurs when a parent or guardian:

- completes an enrolment or registration form, Conditions of Contract, Consent and Indemnity form, or Developmental History form;
- corresponds with the School office, Principal or teachers by telephone, email or WhatsApp;
- provides medical, allergy or emergency contact information for their Child;
- attends a parent-teacher meeting or provides updates for a termly report;
- is referred, or their Child is referred, to a therapist, in which case the therapist's own contact details are given to the parent to arrange further engagement directly.

7. PURPOSES FOR WHICH PERSONAL INFORMATION IS PROCESSED

Greenpark may process Personal Information for one or more of the following purposes:

- to make telephonic contact concerning a Child and School-related matters;
- to send emails and/or WhatsApp messages concerning a Child, School-related information and newsletters;
- to assist teachers in preparing termly reports for parent-teacher meetings;
- to administer School fees, including sharing a fee payer's contact details with Greenpark's appointed accountants;
- to safeguard a Child's health and safety, including administering any necessary first aid or medication in accordance with signed parental Consent;
- to maintain class lists for use by teachers in the ordinary course of teaching and care;
- to refer a Child to a therapist where appropriate, and to facilitate that referral;

- to comply with Applicable Laws and any registration, reporting or Regulatory obligations applicable to an ECD facility;
- to respond to queries or complaints, and to protect the rights, property and safety of Greenpark, its staff, families and Children.

8. LEGAL GROUNDS FOR PROCESSING

Greenpark will only process Personal Information where there is a lawful basis for doing so. Depending on the circumstances, Processing may be based on the Consent of a parent, guardian or other Data Subject; the conclusion or performance of the School's Conditions of Contract with a parent or guardian; compliance with a legal obligation applicable to an ECD facility; protection of a Child's vital interests (for example, in a medical emergency); or Greenpark's legitimate interests in operating the School, provided these are not overridden by the rights of the Data Subject.

Where Consent is relied upon, it may be withdrawn at any time, subject to the lawfulness of Processing carried out before withdrawal and subject to any information Greenpark must still retain for legal, safety or record-keeping reasons.

9. PERSONAL INFORMATION OF CHILDREN

Greenpark is a Preschool and ECD School, and the Personal Information we hold relates predominantly to young Children who cannot Consent for themselves. Section 34 of POPIA prohibits the Processing of a Child's Personal Information unless an exception applies, including where Processing takes place with the Consent of a Competent Person, in this case, ordinarily a parent or legal guardian.

By enrolling a Child at Greenpark and signing the School's Conditions of Contract, Consent and Indemnity form and related enrolment documentation, a parent or legal guardian, acting as the Child's Competent Person, Consents to Greenpark Processing that Child's Personal Information strictly for the purposes described in this Policy.

Greenpark limits access to a Child's Personal Information, particularly sensitive records such as therapist reports and medical information, to staff who need it to carry out their duties. At present, this is the Principal, the School Secretary and the Child's own class teacher. We take reasonable steps to ensure this information is used only for the Child's care, development, health, safety and education at the School, and is not disclosed for any unrelated purpose.

10. SPECIAL PERSONAL INFORMATION (HEALTH INFORMATION)

Some of the Personal Information Greenpark holds about a Child constitutes Special Personal Information under Section 26 of POPIA, including allergy information, vaccination records, medical aid details, and Consent for a first aider to administer medication such as Paracetamol

(Calpol/Panado) and administering of an Epipen and/or other allergy medication as per parents written instructions. Greenpark processes this information only with the Consent of the Child's parent or guardian and/or, where necessary, to protect the vital interests of the Child, such as in a medical emergency. This information is stored securely and access to it is restricted as described in clause 8 above.

11. DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

Greenpark may disclose Personal Information to third parties only where necessary for the purposes described in this Policy, including:

- our appointed accountants, The Tax Shop Parktown, who are given only the contact details (email and/or telephone) of the parent, guardian or other person responsible for paying School fees;
- a therapist to whom a Child is referred and solely for the purpose of that referral, the therapist's contact details are then given directly to the parent, and further engagement takes place directly between the parent and the therapist;
- the Child's teacher(s), the Principal and the School Secretary, for day-to-day care, administration and educational purposes;
- relevant government departments or Regulators, where required for the registration or regulation of an ECD facility, or otherwise required by law;
- auditors, legal advisers, insurers and other professional service providers, where reasonably necessary;
- law enforcement, courts or other authorities, where required by law or reasonably necessary to protect the safety of a Child or any other person.

Greenpark does not sell or trade the Personal Information of Children, parents, guardians or staff, and does not disclose Personal Information for the marketing purposes of third parties.

12. CROSS-BORDER TRANSFERS

Greenpark's information is generally processed and stored within South Africa. Where a service provider (for example, a cloud-based email, communication or record-keeping platform) stores or processes information outside South Africa, Greenpark will take reasonable steps to ensure that the recipient is subject to a level of protection substantially similar to POPIA, or that another recognised justification for the transfer applies.

13. STORAGE, SECURITY AND RETENTION

Physical records, such as a Child's private file containing therapist reports, medical information and signed Consent forms, are kept securely in the School office and are accessible only to the Principal, the School Secretary and the relevant teacher. Electronic information is protected using

reasonable technical and organisational measures, including password-controlled access and staff confidentiality obligations.

Personal Information is retained only for as long as reasonably necessary for the purpose for which it was collected, or for longer where required by law. As a general guide, a Child's and family's records are typically retained for the duration of the Child's enrolment and for a reasonable period thereafter for record-keeping, safety, legal and reference purposes. When Personal Information is no longer required, it will be securely deleted or destroyed.

14. COMMUNICATION WITH PARENTS AND NEWSLETTERS

Greenpark uses telephone calls, emails and/or WhatsApp messages to communicate with parents and guardians about their Child and School-related matters, including the Greenpark Nursery School Newsletter. A parent or guardian who no longer wishes to receive the School Newsletter may reply directly to the relevant email or message and will be removed from that distribution list. This does not affect essential communication relating to a parent's own Child's care, health, safety or education.

15. FAILURE TO PROVIDE PERSONAL INFORMATION

Where Personal Information is reasonably required to enrol a Child, to administer their day-to-day care and education, to safeguard their health and safety, or to comply with a legal obligation, and a parent or guardian does not provide such information, Greenpark may be unable to offer, or to continue, a place for that Child at the School.

16. RIGHTS OF PARENTS, GUARDIANS AND OTHER DATA SUBJECTS

Subject to Applicable Laws, a parent or guardian (acting on behalf of a Child), or another Data Subject such as a staff member, may have the right to request access to the Personal Information Greenpark holds, request correction of inaccurate or incomplete information, object to certain Processing, withdraw Consent where Consent is the basis for Processing, request deletion or destruction where lawful (subject to Greenpark's record-keeping obligations), and lodge a complaint with the Information Regulator.

Requests should be directed to the Information Officer using the contact details in this Policy. Greenpark may require proof of identity, and of parental or guardian authority in respect of a Child, before giving effect to a request.

17. DATA BREACHES

If Greenpark has reasonable grounds to believe that Personal Information has been accessed or acquired by an unauthorised person, the Information Officer will investigate the incident and, where required by law, notify the Information Regulator and affected Data Subjects as soon as reasonably possible.

18. CHANGES TO THIS POLICY

Greenpark may amend this Policy from time to time to reflect changes in our practices or in Applicable Laws. Parents and guardians will be notified of any material changes to this Policy through the School's usual communication channels.

19. COMPLAINTS TO THE INFORMATION REGULATOR

If a parent, guardian or other Data Subject believes Greenpark has processed Personal Information contrary to this Policy or Applicable Laws, they are encouraged to first raise the matter with the Information Officer. If the matter is not resolved, a complaint may be lodged with the Information Regulator:

Name	The Information Regulator (South Africa)
Physical address	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191
Postal address	P.O. Box 31533, Braamfontein, Johannesburg, 2017
Telephone	010 023 5200 (toll-free: 0800 017 160)
General enquiries	enquiries@infoRegulator.org.za
POPIA complaints	Register on the Regulator's eServices Portal, or POPIAComplaints@infoRegulator.org.za
PAIA complaints	PAIAComplaints@infoRegulator.org.za
Website	https://infoRegulator.org.za/

20. CONTACTING GREENPARK NURSERY SCHOOL

Please feel free to contact us should you have any queries about this Policy, or should you wish to access, correct or request the deletion of Personal Information we hold about you or your Child.

Registered name	Greenpark Pre-Primary & Gr.R (Greenpark Nursery School)

Status	Registered Non-Profit Organisation - NPO registration number: [Company Registration No. 1957/000009/08; SARS NPO registration number = 930049762]
Head of Body / Principal	Mrs Lauren Ball-Guymer
Information Officer	Mrs Nola Bennett-Park (School Secretary)
Deputy Information Officer	Mrs Lauren Futter (Teacher)
Physical address	Cnr 4th Avenue & 5th Street, Parkhurst, Johannesburg
Postal address	Same as above
Telephone	011 0102380
Cell	072 282 1757
Email	reception@greenpark.co.za
Website	www.greenpark.co.za