PRIVACY STATEMENT

POPI (PROTECTION OF PERSONAL INFORMATION)

What is the POPI Act

In respecting your right to privacy, we aim to ensure that Islamia College complies with the legal requirement of the POPI Act. We hereby provide you with the necessary information that indicates the manner in which we regulate, collect, process, store, share and destroy any personal information that you have provided to us.

According to the POPI Act, the definition of "Personal Information" refers to information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. The POPI Act has more specific examples and they can be found at the following link: https://www.gov.za/sites/default/files/gcis_document/201409/3706726-11act4of2013protectionofpersonalinforcorrect.pdf

1. Who we are:

We are Islamia College Cape Town

Our Address and contact details are:

Address: 409 Imam Haron Road, Lansdown, Cape Town, 7780

Telephone: 021 696 5600

Email: info@islamia.co.za

Website: www.islamiacollege.co.za

Islamia College is constituted of the following components: Pre-Primary, Primary, High School and Hifth Academy.

2. What information will we collect

a) We collect the information about you as stated in the table below.

Data subject category	Personal information processed
Children/Learners	Name; date of birth: ID/Passport number/permit number; contact details; telephone numbers (if available), physical and postal address, email address; nationality; gender; academic records; extra-curricular activities record; awards record; well-being/medical; disciplinary action; confidential correspondence; confidential counselling records; contact details of emergency contact person; head and shoulders photograph;
Parents/guardians/care-giver of learners/IGC members	Name; date of birth: ID/Passport number/permit number; marital status; contact details: telephone number, physical and postal address, email address, nationality; financial records; confidential correspondence.

Employees	Name; date of birth: ID/Passport number/permit number; contact details: telephone numbers, 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)	Name; date of birth: ID/Passport number/permit number; contact details: telephone numbers, physical and postal address, email address; tax-related information; name of authorised signatures, nationality; contract to supply/perform a service; confidential correspondence
Suppliers/contractors entities (juristic persons)	Legal name of entity, registration number; tax-related information; name of contact person/s; contact details telephone numbers, physical and postal address, email address; contract to supply/perform a service; confidential correspondence

b) Notes:

- 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.
- Learners' enrolment agreement, staff employment contracts and service provider/suppliers/contractor contracts may include provision for consent to the collection of additional information.
- 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 term of this Privacy Notice or the school's Privacy Policy.
- There is an expectation of privacy in classrooms, school toilets and changing rooms, all offices, and the staffroom.
- There is no expectation of the privacy in the open space of the school's property and any venue open to the public, or at any event off the school's property in an open space or venue open to the public.
- The school makes use of CCTV in the school corridors, walkways, venues to which the public has access.

3. Why do we collect Personal Information?

We use your personal information for the following purpose:

- ❖ Your application for enrolment
- ❖ To provide you with appropriate education and support
- ❖ To monitor your academic progress
- ❖ To care for the health and well-being of staff and learners

- For administration of enrolment, class placement, statements, and billing
- For administration of matters concerning parents
- For administration of matters concerning staff
- For the conducting of disciplinary processes of learners and staff
- To comply with our monitoring and reporting obligations to national and Provincial Government department in terms of South African School Act of 1996
- To comply with any law or order of court

4. Processing of Information

a) We share your information with third parties which includes:
   - School Governing Body
   - Board of Trust
   - Debt Collection Agency (if applicable)

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 purpose (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 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 parent/guardians, the Department of Basic Education (DBE), including results of examination.

5. Security Measures

We will:

- treat your personal information as strictly confidential;
- take appropriate technical and organisational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;
- promptly notify you if we become aware of any unauthorised use, disclosure or processing of your personal information;
- provide you with reasonable evidence of our compliance with our obligations under this policy on reasonable request; and
- We will not retain your personal information longer than the period for which it was originally required, unless we are required by law to do so, or you consent to us retaining such information for a longer period.

ALTHOUGH WE TAKE THE NECESSARY AFOREMENTIONED PRECAUTIONS IN PROTECTING YOUR PERSONAL INFORMATION, WE SHALL HOWEVER NOT BE LIABLE FOR ANY LOSS OR DAMAGE, HOWSOEVER ARISING, SUFFERED AS A RESULT OF THE DISCLOSURE OF SUCH INFORMATION IF BEYOND OUR REASONABLE CONTROL.

Collection of Information by "Cookies"

You are aware that information and data is automatically collected through the standard operation of the Internet servers and through the use of "cookies." "Cookies" are small text files a website can use to recognise repeat users, facilitate the user's ongoing access to and use of the website and allow a website to track usage behaviour and compile aggregate data that will allow content improvements and targeted advertising.

Cookies are not programs that come onto your system and damage files. Generally, cookies work by assigning a unique number to you that has no meaning outside the assigning site. If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookie feature; however, you should note that cookies may be necessary to provide you with certain features (e.g., customized delivery of information) available on our Websites.

6. We do not transfer your personal information to a third country or international organisations.

7. We do not engage in automated decision making/profiling.

8. How long we hold your personal information

Most personal information in only kept for a short period (e.g. and is destroyed when it is no longer needed). Some personal information may be retained for a longer period (e.g. Retained after you leave or otherwise finish your studies with Islamia College). For further information on the retention periods please go to our Privacy Policy available on Islamia College website.

9. You have the following legal rights that can be exercised at any time:

- Right to complain to the office of the information regulator.
  Contact details: JD House 27 Stiemens Street Braamfontein Johannesburg 2001
  Email: complaints.IR@justice.gove.za
- Right of access to your personal information.
- Right to rectification of any personal information that is not accurate.
- Right to object to processing of your personal information.

10. Queries & Complaints

Please allow Islamia College to resolve any complaint by contacting our institution at the email info@islamia.co.za. Your complaint should include a brief description of what happened, when it happened and what personal information was affected.

11. Contract

If you would like to further discuss this privacy notice, please contact 021 696 5600 or email info@islamia.co.za

Date of Issue: 30th July 2021

Sincerely

Sadullah Khan

CEO: Islamia College

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