

POPI ACT: LETTER TO PARENTS



Dear Parents,

As you are aware, the right to privacy is protected by our Constitution and the Protection of Personal Information Act (POPIA) entrenches that right. POPIA has become law, with the effective date of compliance set as 1 July 2021. Welgemoed Primary School (WPS) has always taken the protection of personal information seriously and we are committed to compliance with the relevant laws and regulations. As part of this implementation and in order to be POPIA compliant, we kindly request permissions as detailed in the consent forms under point 1 and 2 listed below.

Please take note:

- The consent forms are based on FEDSAS (Federation of Associations of Governing Bodies of South African Schools) proposed templates and viewed as a standard for governing bodies and schools related to POPIA.
- WPS is not requesting you to consent to anything other or more than has been the the modus operandi of the school for years, but merely requesting your consent to continue with the way we process personal information and imagery.
- Please be assured that the protection of our school community's personal information is of utmost importance to WPS.

CONSENT FOR USE OF IMAGES

- **A. Release form in respect of learner photos, images, videos**

WPS endeavours to use only very specific types of photographs and to ensure that images are appropriate and suitable for a school environment. These photographs greatly assist with promoting the school and communicating the ethos and environment in which the students learn.

CONSENT TO USE PERSONAL INFORMATION

- **B. Consent form in terms of POPIA**

WPS endeavours to be selective in the use of information with specific focus on the performance of the school's task as educator and in the interest of the advancement of the learners and the school.

PROCEDURE:

- Both forms (Consent for use of images & Consent to use personal information) must be completed and sent back to the school.
- Please complete per learner, not per family.
- Both forms must be completed and submitted with all learner data documents

Enquiries regarding the application of POPIA can be directed to Mnr Johan Engelbrecht at info@welgemoedprimary.co.za, who is officially registered as WPS's information officer | deputy information officer.

Regards,

Johan Engelbrecht | Principal

* Kindly also take note of the POPIA related information - available on the school's website.

Feel free to visit the school's social media accounts to get a better idea of the content we create!



WPS Facebook



WPS Instagram



WPS Website

(A) POPI RELEASE FORM



■ RELEASE FORM IN RESPECT OF LEARNER PHOTOS, IMAGES, VIDEOS

Hereby, I, a parent/guardian of a student at Welgemoed Primary School (“WPS”) grant permission to WPS to display photos/images/videos of the child indicated below as part of:

- a demonstration/project/activity in the course of classroom teaching;
 - a sample project/activity on CD created by the school for use in educational workshops, classrooms, advertisements, etc.;
 - the school’s webpages and social media platforms (including Facebook);
 - samples given to program publishers, or contest entries submitted to sponsors;
 - video recordings for a program related to the school, as well as any participation in any school sport or school cultural event that may be broadcast on a television station or other form of transmission or broadcasting platform including the Internet, or Apps; and / or
 - any printed publication, including, though not limited to, newspapers, magazines, yearbooks, etc.
- In granting this permission, I understand that the school may use photos/images/videos of the child(ren) for purposes such as celebrating achievements and publicising education events, as deemed appropriate by the school governing body and the principal, and that such use may include display in the school photo gallery. I further understand that although the school associated with the photos/images/videos will be identified, and adults appearing in photos/images/videos may be named, the personally identifiable information of the child, except for the name of the child, will not be used with any photo/image/video.

Photos/images/videos posted on the school’s website can be downloaded and reproduced by anyone, and the school does not have control over this. I release the school from any liability arising from the use of photos/images/videos of the child(ren) in school web postings.

Additionally, I understand that there are potential dangers associated with the posting of photos images and videos on a website, since global access to the internet does not allow for control over who accesses information. I further understand that if I wish to rescind this agreement, I may do so at any time by sending a letter to the principal of the school.

I agree

Details of learner (name and grade)

I disagree

Details of parent | guardian

Parent Signature

Parent | Guardian
Signature

Date

Place

(B) POPI CONSENT FORM



■ CONSENT FORM IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPI)

- By agreeing to the terms herein, you, (PARENT / GUARDIAN), hereby voluntarily authorise Welgemoed Primary School to process your personal information as well as that of the learner (WELGEMOED PRIMARY SCHOOL STUDENT), (including the names, physical address, telephone numbers and any other information you have provided to the school).
- Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain effective until withdrawn in writing and addressed to the school Principal.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.
- In addition, you hereby take note that Welgemoed Primary School collects and processes personal information pertaining to the proper functioning, management and governance of the school, as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- In terms of section 11 of POPI, personal information may only be processed in the following circumstances:
 - 1.- If the data subject, or a competent person where the data subject is a child, consents to the processing.
 - 2.- If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
 - 3.- If processing complies with an obligation imposed by law on the school.
 - 4.- If processing protects a legitimate interest of the data subject.
 - 5.- If processing is necessary for the performance of a public law duty.
 - 6.- If processing is necessary for pursuing the legitimate interests of the school.

Your rights in terms of this consent

- You have the following rights:
- The right to know what information is being kept, how it is being used, and when the school will disclose it. All of the aforesaid information is contained in our Privacy Policy, which are available and may be obtained from our offices or our website.
- The right to correct your details. The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- The right to revoke consent. You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect any past or existing use of your information.

Consent to receive marketing information

- By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes. You understand that by consenting, you may receive marketing materials, relevant to Welgemoed Primary School, in the form of SMS's, WhatsApps, e-mails, etc. from the school, or parent teacher association.

I agree Details of Learner (name and grade)

I disagree Details of parent | guardian

Parent Signature

Parent | Guardian
Signature

Date

Place