



POLICY

Prospectus Novus School recognises the importance of protecting personal information, and subscribes to the principles outlined in the Electronic Communications and Transactions Act 25 of 2002 as well as the Protection of Personal Information Act 4 of 2013 (“POPI”), which governs the right to have one’s personal information kept private. With this policy the School commits itself to compliance with POPI.

This policy applies to the collection, use and disclosure of the personal information of website visitors/users when accessing school services, as well as to all the products, services, websites and applications offered by the School.

The School defines personal information as content that relates to an identifiable, living, natural person and, where applicable, an identifiable, existing juristic person. This includes, though is not limited to, identifying information such as:

- names and surnames;
- e-mail addresses;
- physical addresses;
- mobile and other phone numbers;
- identity numbers and/or dates of birth;
- personal data provided to the School or obtained from an online quotation; and
- data obtained through e-mail enquiries or from a personal facility.

Should you choose to provide the School with additional personal information, you agree to provide accurate and current information, and not to impersonate or misrepresent any person or entity, or falsely state or otherwise misrepresent your affiliation with anyone or anything.

The School collects personal information from the following legitimate sources:

- You personally
- The documentation that we request and you provide
- Information that is publicly available, including court and tribunal reports and decisions

Depending on the circumstances, we may choose not to collect information from some or any of these sources.

POPI authorises the School to collect your personal information for lawful purposes. To access/collect/process personal information, the School acts as the “responsible party” on your behalf, requesting access to information.

The School respects the privacy of its parents, learners, staff and service providers and will only use personal information as appropriate in the normal course of business to provide the products and services you have requested. We process personal information:

- to communicate with you regarding general services that we think may be of interest to you;
- to communicate with you regarding the School services or products that we think may be of interest to you; and
- to provide you with marketing materials that promote the School goods or services, unless you specifically request us not to.

The School does not and will not sell or provide personal information to third parties for independent use.

We will provide you with access to your personal information to view and/or update your details. We value the information that you choose to provide to us, and will therefore take reasonable steps to protect it from loss, misuse, interference, unauthorised access, unauthorised disclosure or unauthorised alteration.

You may register a complaint:

- with the Information Regulator by completing the prescribed form:
(<http://www.justice.gov.za/infoereg/docs/20181214-gg42110-rg10897-gon1383-POPIregister.pdf>)

There is no charge for lodging a complaint.

Upon receiving the complaint, they will acknowledge receipt in writing. After appropriate investigation and as soon as possible once a decision has been reached, their corporate manager will send you a written outline of the decision and the reasons for arriving at the outcome.