



Privacy Policy



Table of Contents

1. Introduction	3
2. Objective	3
3. Information we collect	3
4. Processing of personal Information	4
5. Information Security	4
6. Disclosure of Information	5
7. Transfer of Personal Information	5
8. Retention of Personal Information	5
9. Cookies	5
10. Client's Rights	6
10.1 Access to Information.....	6
10.2 Correction of your Information.....	6
10.3 Right to Object.....	6
10.4 Right to Complain.....	7
12. How to contact us	7



1. Introduction

Gereformeerde Laerskool Johannes Calvyn respects the right to privacy and confidentiality of our potential and existing learners' and parents' personal information.

The Protection of Personal Information Act describes personal information as information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. This includes data such as names, contact details, and identity numbers.

This Policy explains how we obtain, use, and disclose our learners' and parents' personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA") and the Electronic Communications and Transaction Act ("ECTA").

At Gereformeerde Laerskool Johannes Calvyn we are committed to protecting our learners' and parents' privacy and ensuring that their personal information is collected and used properly, lawfully, and transparently.

Gereformeerde Laerskool Johannes Calvyn reserves the right to amend this Privacy Policy or add provisions to it at any time by publishing an updated version on our website.

2. Objective

The objective of this Policy is to ensure compliance with the Protection of Personal Information Act and the Electronic Communications and Transaction Act by:

- Setting out our strategy to uphold the rights to privacy and confidentiality of our learners' and parents' personal information.
- Notifying data subjects how we will handle the personal information that we obtain.

3. Information we collect

Gereformeerde Laerskool Johannes Calvyn collects personal information in various instances, including when:

- Gereformeerde Laerskool Johannes Calvyn enrolls learners – this includes collecting information of the enrolled student as well as his/her parents who are responsible for payment of school fees;
- Persons apply for employment at Gereformeerde Laerskool Johannes Calvyn;
- Gereformeerde Laerskool Johannes Calvyn may collect this information directly from a data subject or third parties (such as regulators, government authorities, and registries);



The interaction with Gereformeerde Laerskool Johannes Calvyn on Gereformeerde Laerskool Johannes Calvyn's website will result in the collection of information regarding the person's activities on the website. Similarly, when anyone engages with the school via any one of Gereformeerde Laerskool Johannes Calvyn's social media platforms. This information includes, but is not limited to, the person's name, contact details, and information regarding the matter with which they need assistance.

In the course of engaging with learners and parents, Gereformeerde Laerskool Johannes Calvyn will naturally be exposed to and collect personal information which includes the data subject's name, contact details, financial information as well as other necessary information.

As part of its recruitment processes, Gereformeerde Laerskool Johannes Calvyn may collect information from graduates and employment applicants. This information includes educational information as well as employment history. By inquiring regarding employment opportunities at Gereformeerde Laerskool Johannes Calvyn or applying for employment, applicants are deemed to provide their consent to Gereformeerde Laerskool Johannes Calvyn's processing of their personal information for recruitment purposes, which may include screening as well as background and reference checks.

4. Processing of Personal Information

Gereformeerde Laerskool Johannes Calvyn may process personal information:

- to provide services to learners and parents;
- to comply with legal or regulatory obligations;
- if a data subject has provided their consent; or
- if the processing is allowed by law.

The purposes for which Gereformeerde Laerskool Johannes Calvyn processes personal information include, but are not limited to:

- enabling Gereformeerde Laerskool Johannes Calvyn's internal operations;
- providing and improving services to learners and parents;
- improving users' experience when using Gereformeerde Laerskool Johannes Calvyn's website;

5. Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that our learners' and parents' personal information remains secure.



Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

6. Disclosure of Information

We may disclose your information:

- Where we have a duty or a right to disclose in terms of law, industry codes, or a Court Order;
- Where we believe it is necessary to protect our rights;

The third parties to whom we disclose personal information include, but are not limited to:

- third party service providers to Gereformeerde Laerskool Johannes Calvyn or its learners and parents;
- government authorities and registries, organs of state, regulators, courts, tribunals, and law enforcement agencies.

7. Retention of Personal Information

Gereformeerde Laerskool Johannes Calvyn retains personal information for as long as may be reasonably necessary in accordance with applicable law.

8. Cookies and Website Use

Gereformeerde Laerskool Johannes Calvyn's website makes use of cookies.

A website visitor may disable or decline cookies. However, if the visitor does so, their user experience on the site may be diminished.



Our website may provide links to external websites for your convenience and information. Gereformeerde Laerskool Johannes Calvyn does not accept liability for those sites or their privacy practices and cannot be held responsible the content of such websites.

We encourage you to review the privacy policy of any school before submitting your personal information as unrelated third parties are not covered by the Gereformeerde Laerskool Johannes Calvyn Privacy Policy.

9. Direct Marketing

Gereformeerde Laerskool Johannes Calvyn may send marketing and promotional communications and material to persons. Recipients may opt-out from receiving such communications by contacting Gereformeerde Laerskool Johannes Calvyn at the details provided on our website.

10. Client's Rights

10.1 Access to Information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at the numbers/addresses as provided on our website and specify what information you require. We will need a copy of your ID document to confirm your identity before providing details of your personal information.

Please note that any such access request may be subject to a payment of a legally allowable fee.

10.2 Correction of your Information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate.

10.3 Right to Object

In terms of section 11(3) of the Protection of Personal Information Act you have the right to object to our processing of your personal information.



You may object by sending a request in writing to our e-mail address as provided on our website.

10.4 Right to Complain

You have the right to lodge a complaint with the Information Regulator should you feel that your personal data was not handled in a responsible manner.

The complaint can be sent to the Information Regulator at:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Or

complaints.IR@justice.gov.za

11. How to Contact Us

If you have any queries about this Policy, need further information about our privacy practices, wish to withdraw consent, exercise preferences or access/correct your personal information, please contact us at the numbers/addresses listed on our website.