



THE JOY OF LEARNING

POPIA PRIVACY NOTICE

1. INTRODUCTION

Oakhill School is committed to the adherence of all South African legislation, and as such, this privacy notice has been adopted as part of the Protection of Personal Information compliance framework, which is required by the Protection of Personal Information Act 4 of 2013 (**POPI Act**).

At Oakhill School, we respect the privacy of everyone who visits our website, our social media platforms, and our physical premises. We would therefore like to inform you regarding the way we would use your personal information, and so we recommend that you read this Privacy Notice.

The POPI Act is distinguished from other similar pieces of legislation worldwide because the “personal information” as defined in the Act refers to *ANY information RELATING TO AN IDENTIFIABLE, LIVING NATURAL PERSON OR JURISTIC PERSON*. This means that there is not only a requirement to safeguard the personal information of an individual, but that of clients, stakeholders, and suppliers as well.

In terms of section 18 of the POPI Act, we are required to bring to your attention certain matters relating to the use of your personal information, which we set out below. ***By interacting with Oakhill School’s website and social media platforms, and providing your personal information to us, you acknowledge that you have read and understood this notice, and have agreed to the contents hereof. You furthermore authorise us to take any of the actions described herein insofar as your personal information is concerned.***

2. DEFINITIONS

Child	Means a natural person under the age of 18 years who is not legally competent, without the assistance of a competent person, to take any action or decision in respect of any matter concerning him- or herself.
Consent	Means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of personal information.
Data Subject	This refers to the natural or juristic person to whom personal information relates, such as individual pupils, parents, employees or a company that supplies the school with services, products or other goods.
Personal Information	Personal information is any information that can be used to reveal a person’s identity. Personal information relates to an identifiable, living, natural person, and where applicable, an identifiable, existing juristic person (such as a company). The POPI Act lists

	many examples, which include but are not limited to: race, gender, age, education, identity number, contact information, etc.
Responsible Party	The entity that needs the personal information for a particular reason and determines the purpose of and means for processing the personal information. The Oakhill School is the responsible party.
Special Personal Information	Religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a data subject, or criminal behaviour of a person, and personal information about children.

3. WHICH PERSONAL INFORMATION DO WE COLLECT

When joining the Oakhill family, we may collect personal information from you such as your name and your child or children's name/s, your contact details, address, medical aid and banking details. This is necessary to fulfill the requirements of the business relationship that may be established. We will only collect special personal information if legally obliged to do so, or required in terms of the regulations as set out by the Department of Basic Education (DBE), or the Independent School's Association of South Africa (ISASA).

4. HOW WE COLLECT PERSONAL INFORMATION

- When you complete an application/enrolment form.
- When you access and use our website and online portals.
- During conversations between you and Oakhill employees.
- From third parties, like a credit bureau or current/previous schools.

We could process information by way of both digital and physical means. This will be the case if you have authorized us to do so, or where the nature of our interaction with you reasonably requires us to do so. We will use your personal information only for the purposes for which it was collected and commit to safeguarding your personal information.

5. HOW WE USE PERSONAL INFORMATION

The proper functioning of Oakhill as an independent school requires us to process certain personal information, and this could be for any of the following reasons:

- Fulfilling our contractual obligation with you regarding the education of your child/children;
- Informing you of events and activities taking place at Oakhill, or relevant to the Oakhill Community;
- Analysis of parent/pupil preferences;
- Identifying parents and pupils;
- To engage with parents of pupils currently enrolled at Oakhill , or with prospective parents and their children;
- To market Oakhill to the existing school community and to prospective parents and pupils;
- To facilitate the relationship between Oakhill and its Alumni;
- Administration of customer accounts, which potentially includes debt management;

- To provide employment to our employees and to interact with them in the context of the employment relationship;
- To procure services and manage relationships with service providers;
- To provide legally required academic, employment, and other statistical information to Government and other relevant regulatory bodies;
- For fraud detection and prevention;
- To allow controlled access to Oakhill premises to ensure safety of our pupils and staff;
- Any other reason which is integral to our optimal functioning as an independent school.

If requested personal information is not provided to Oakhill, we may not be able to properly fulfill the above-mentioned functions, which may result in the relevant interaction being interrupted, or Oakhill not engaging in such interaction at all, at the sole discretion of Oakhill. Oakhill accepts no responsibility for any interruptions if Personal Information was requested by us but not provided.

6. CONSENT

If you are a parent or legal guardian of a pupil who is younger than 18, you hereby consent to Oakhill processing the personal information of your child for the reasons set out above. If you are a pupil whose parent/guardian previously consented to our processing of your personal information, and you have subsequently turned 18, you hereby confirm that your parents'/guardians' previous consent remains valid, unless you specifically withdraw your consent.

Where Oakhill needs to process information classified as "special personal information", for any reasons specified above, you hereby consent to our processing of such "special personal information".

7. DISCLOSURE OF PERSONAL INFORMATION

In order to maintain and improve our services, Oakhill may need to share your personal information with third parties. Oakhill will only do so where we have agreements in place to ensure the relevant third parties comply with these privacy terms, or where we are legally required, or have a duty or a right to disclose in terms of law or industry codes.

8. PERSONAL INFORMATION SECURITY

Section 19 of the POPI Act requires Oakhill to secure the integrity and confidentiality of personal information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information.

The Act further requires Oakhill to take all reasonable steps to identify risks to personal information in its possession or under its control, establish and maintain appropriate safeguards against the identified risks, and ensure that the safeguards are continually updated in response to new risks, or deficiencies in previously implemented safeguards.

Oakhill commits to notifying you, and the Information Regulator, should we suspect that a data breach has occurred.

9. YOUR RIGHTS

In terms of sections 23 and 24 of the POPI Act, you have the right to access, and to request Oakhill to correct, any personal information retained by us, subject to the provisions of these sections.

Please refer to Oakhill's PAIA manual for more information on the process to follow in this regard.

Oakhill will take all reasonable steps to confirm your identity before providing the requested details of your personal information.

Please note that any such access request may be subject to a payment of a legally allowable fee as laid down in Oakhill's PAIA Manual.

10. CONTACT INFORMATION

Oakhill's Information Officer:

Mr Graham Howarth - Head of School

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Oakhill's Deputy Information Officers:

Mrs Joy Beggs - Business Manager

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Mr James Cross - Head of Prep

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Mrs Sharon Brown - Head of College

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Oakhill's Marketing Manager:

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