

Childsplay Early Learning Centre - POPIA Compliance Policy

1. Introduction

Childsplay Early Learning Centre ("the Centre") is committed to protecting the personal information of all students, parents, employees, and any other individuals whose data we may process. This policy outlines our commitment to comply with the Protection of Personal Information Act, No. 4 of 2013 ("POPIA"), which governs the collection, processing, and storage of personal information.

2. Purpose

The purpose of this policy is to:

- Protect personal information by ensuring its lawful, responsible, and ethical collection and processing.
- Inform students, parents, employees, and others involved with the Centre about their rights regarding their personal information.
- Ensure compliance with the legal requirements of the POPIA.

3. Definitions

For the purposes of this policy:

- **Personal Information** means any information that identifies or can identify a person, including but not limited to, name, contact details, identity number, medical history, and educational records.
- **Processing** means the collection, storage, usage, and sharing of personal information.
- **Data Subject** refers to any individual whose personal information is collected or processed by the Centre.
- **Responsible Party** means the Centre as the entity that determines the purpose and means of processing personal information.

4. Collection of Personal Information

The Centre collects personal information from:

- Students (e.g., registration details, health information, progress reports).
- Parents and guardians (e.g., contact details, identity numbers, employment details).
- Employees and staff (e.g., personal details, payroll information, employment records).

The Centre will only collect personal information that is necessary for the operation of the school and the safety and well-being of students.

5. Purpose of Processing Personal Information

Personal information will only be processed for the following legitimate purposes:

- To register students and create student records.

- To facilitate communication with parents and guardians.
- To provide educational services and support to students.
- To comply with legal and regulatory requirements.
- To manage employment and staff-related processes.

6. Consent

In accordance with POPIA, the Centre will seek the consent of data subjects before collecting or processing their personal information, where required. This consent will be obtained through clear and explicit consent forms that outline the purpose for which the information is being collected.

7. Security of Personal Information

The Centre will take reasonable steps to ensure the confidentiality, integrity, and security of personal information. This includes:

- Secure storage of personal information in both physical and electronic forms.
- Implementing appropriate technical and organizational measures to prevent unauthorized access or disclosure.
- Regularly reviewing security measures to protect personal information from loss, damage, or unauthorized use.

8. Sharing of Personal Information

The Centre will not share personal information with third parties, except in the following circumstances:

- With the explicit consent of the data subject.
- When required by law or to comply with legal obligations.
- With service providers who process personal information on behalf of the Centre (e.g., IT providers, contractors), under strict conditions of confidentiality.

9. Data Subject Rights

As a data subject, individuals have the following rights under POPIA:

- The right to access personal information held by the Centre.
- The right to correct any inaccurate or incomplete information.
- The right to request the deletion of personal information, subject to any legal obligations.
- The right to object to the processing of personal information for certain purposes.

Requests for access to or correction of personal information should be submitted in writing to the Centre's designated Information Officer.

10. Retention of Personal Information

The Centre will retain personal information only for as long as it is necessary for the purposes for which it was collected, or as required by law. Once the information is no longer required, it will be securely destroyed or anonymized.

11. Information Officer

The Centre has appointed an Information Officer who is responsible for ensuring compliance with POPIA. The Information Officer can be contacted for any queries, concerns, or requests related to the processing of personal information.

12. Changes to this Policy

The Centre reserves the right to amend this POPIA policy from time to time, in accordance with changes in the law or the Centre's operational needs. Any updates to this policy will be communicated to all relevant parties.

13. Contact Information

For any questions or requests regarding personal information or this policy, please contact:

Kim Kelly Bergstedt
Information Officer
Childsplay Early Learning Centre