



## ISLAMIC EARLY LEARNING FOUNDATION (NPC)

8 Cecil Road, Salt River, 7925 P. O. Box 493, Woodstock, 7915  
Tel: (021) 447-7810 Fax: (021) 447-4370 E-Mail: [board@shereensmontessori.co.za](mailto:board@shereensmontessori.co.za)  
Reg. No: 86/03501/08 NPO Reg. Number: 019-423-NPO



## Shereens Montessori

8 Cecil Road, Salt River 7925  
[www.shereensmontessori.co.za](http://www.shereensmontessori.co.za)  
[info@shereensmontessori.co.za](mailto:info@shereensmontessori.co.za)  
021 447 7810

# PRIVACY POLICY AND PRIVACY NOTICES

EFFECTIVE DATE : 01<sup>st</sup> July 2021

DATE OF NEXT REVIEW: 01<sup>st</sup> July 2022

Directors: H A Khan, M W Jassiem, A A Elloker, M Khan , S Jassiem, N Ben, M R Jassiem, S Mohammed

## 1. INTRODUCTION

Shereens Montessori , herein referred to as the School, is an Independent School registered with the Department of Social Services and is managed and governed in terms of the provisions of the Childrens and Schools Act . A person's right to privacy entails having control over his or her personal information and being able to conduct his or her affairs relatively free from unwanted intrusions. Given the importance of privacy, the School is committed to effectively managing personal information in accordance with POPIA's provisions.

Shereens Montessori takes seriously data protection and our responsibilities to correctly and lawfully process personal data. We are further committed to complying with the applicable local regulations and practicing industry standards when collecting, processing and storing personal data.

This privacy policy and notice provides detailed information about how we process the personal information that you provide to us. Our support team can be contacted by email on [info@shereensmontessori.co.za](mailto:info@shereensmontessori.co.za) if you have any queries regarding the processing of your personal data.

## 2. DEFINITION OF PERSONAL INFORMATION

According to the POPI Act "Personal Information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. The POPI Act, which has more specific examples if you need them, can be found at the following link: <https://popia.co.za/>

## 3. WHAT IS PERSONAL INFORMATION:

It is information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

- Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of a person;
- Information relating to the education or medical, financial, criminal or employment history of the person;
- Any identifying number, symbol, e-mail address, physical address, telephone number, location, information, online identifier or other particular assignment to the person.
- The biometric information of the person;
- The personal opinions, views or preferences of the person;
- Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the person; and
- The name of the person if it appears with the other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

## **4. WHO WILL COLLECT YOUR INFORMATION**

At Shereens Montessori we are committed to protecting the privacy of data subjects and to ensure that their personal information is collected and used properly, lawfully and transparently.

The Principal/ Information Officer/Deputy Information Officer of the School is ultimately responsible for ensuring that information security is properly managed.

## **5. WHAT ARE WE RESPONSIBLE FOR**

- Obtain consent before collecting data (or processing, storing, or sharing it).
- Be sure to only collect data needed for legitimate purposes.
- To use the information in a way that matches the purpose of collection.
- Take reasonable security steps to protect the integrity of the information.
- Store the information only as long as required.
- Uphold rights of the persons whom data is collected of, by providing access and corrections to the information.

## **6. TYPES OF PERSONAL DATA WE PROCESS**

We process personal data about parents, guardians of learners registered, learners, employees, board members, service providers, contractors, prospective parents and third parties interested in finding out more about our school. All data related to students, parents and employees of the affiliated schools are processed within the systems controlled and operated by Shereens Montessori.

The personal data we collect, process and store will be personally identifiable information related to parents, prospective parents, alumni parents, previous and current employees, contractors, service providers and supporters. The personal data processed may include video and photographic images about an individual. The collected Information is the following:

Names, addresses, telephone numbers, e-mail addresses and other contact details;  
Family details;  
Education and employment data;  
Images, audio and video recordings;  
Financial information;  
Educational centres previously attended.

Other types of data we may collect, process and store, according to the school purposes, are: information related to health, criminal records and other sensitive information related to an individual. Information such as;

Information about health status or provision of health care linked to a specific individual;  
Criminal records linked to a specific individual;  
Ethnicity;  
Religion;  
Nationality and location.

## **7. HOW WE COLLECT AND PROCESS PERSONAL DATA**

Shereens Montessori collects information in several ways, including:

Personally and over the phone: from parents/guardians, prospective parents, staff, board members, volunteers, visitors, job applicants and others;  
From electronic and paper documentation: including job applications, emails, invoices, letters to our organisation, consent forms, our company website or via social media;  
Through online tools: such as apps and other software used by our staff and learners;  
Through any CCTV cameras located at our offices;  
Through third parties, such as referees, professionals or authorities working with the individual;  
Through publicly available resources.

As an organisation, we may be lawfully required to share personal information with relevant authorities or third parties as permitted on statutory grounds, to comply with statutory obligation or where Shereens Montessori has received specific consent from the individual concerned. Our staff collect, process and store personal information only for the purposes for which it is intended for as long as those purposes remain valid.

We try to ensure that all personal data held in relation to an individual is as up to date and accurate as possible.

## **8. PURPOSES FOR WHICH WE PROCESS PERSONAL DATA**

### **8.1. PROCESS OF PERSONAL DATA**

Shereens Montessori processes personal data to lawfully and legitimately support the School's operation. Our School collects information about parents, guardians of learners registered, learners, employees, board members, service providers, contractors, prospective parents, third parties and future employees when necessary to:

- Contact parent/guardians in case of emergency
- Give parents/guardians feedback about the learners
- Send prospective parent information about our school
- Communicate with parents about our schools and philosophy and celebrate the efforts and achievements of students within our school;
- Take reasonable steps to reduce the risk of reasonably foreseeable harm to parents learners , staff and visitors;
- Fulfil legal requirements;
- Promote our school on our website or social media and other publications and communications conducted by our organisation.
- Provide references for current and past employees;
- Support operational management of the organisation including invoice management , fees and accounts; management of the organisation's property; management of security and safety arrangements (including the use of CCTV in accordance with our security policies and monitoring of the organisation's IT and communications systems in accordance with our Data Protection Standard); management of planning and forecasting; research and statistical analysis; administration and implementation of the organisation policies for staff and other operational purposes;
- Make reasonable adjustments and support for staff with special needs;
- Provide a safe and secure working environment;
- Maintain the good order and management of our organisation;

Our organisation collects information about staff, prospective staff, when necessary for:

Administration of staff records;  
Recruitment of staff;  
Engagement of contractors;  
Administration of payroll, pensions and sick leave;  
Staff appraisal;  
Disciplinary procedures;  
Administration of human resources records;

## **8.2. WITH WHOM DO WE SHARE YOUR PERSONAL DATA?**

In the context of the purposes as listed above, we may share your personal data with third parties, such as the service providers we use (e.g. IT service providers, schools, board members etc.).

Your personal data shall be neither rented nor sold to third parties.

## **9. Security and Safeguarding your information**

The School shall ensure the integrity and confidentiality of all Personal Information in its possession, by taking reasonable steps to:

- Identify all reasonably foreseeable risks to information security; and
- establish and maintain appropriate safeguards against such risks. To meet these obligations, the School must perform a risk assessment test, ensure the maintenance of safeguards, verify the effectiveness of the safeguards, and ensure new updates are provided to prevent new deficiencies or risks.

## **10. HOW LONG DO WE KEEP PERSONAL DATA**

We retain personal data only for a legitimate and lawful purpose and only for so long as necessary or required by law. You may contact us by email on [info@shereensmontessori.co.za](mailto:info@shereensmontessori.co.za) if you have any queries regarding the retention of your personal data

## **11. YOUR RIGHTS**

Under Data Protection Law you have rights regarding the collection, processing and storage of your personal data. These rights are, however, subject to certain exemptions and limitations.

You have the right to:

- Be informed, at the time when personal data is collected, about the data processing.
- Access to the information we process and how we process it as well as to obtain a copy of the personal data considering the legal limitations and exceptions;
- Ask for the erasing of the personal data we hold about you without undue delay considering the legal limitations and exceptions;
- Obtain the rectification of your personal data providing a supplementary statement;
- Obtain restriction of processing of your personal data when it is inaccurate, illegal, unnecessary or not verified, considering the legal limitations and exceptions;
- Obtain data portability of your personal information in a structured, commonly used and machine-readable format. This allows the right to transmit that data to another controller without hindrance from the controller to which the personal data has been provided;
- Object to processing for direct marketing purposes;

- Withdraw consent at any time and freely to the processing of your personal data (this is with limitations and exceptions as we may have lawful reason to process such data regardless of consent)

## **12.CONSENT**

According to the POPI Act, we are required to obtain consent to process personal data under legal limitations and exceptions as we may have lawful and legitimate reasons to process such data to support the organisation's operation or fulfil contractual or legal obligations, regardless of consent. When our organisation collects information about you, we take reasonable steps to advise you of certain matters. This includes the purpose of the collection, and how to access, update and correct information held about you. For information relating to learners and their families, a consent form is provided to parents via our school directly. In some cases, we may send out separate consent requests using:

Paper based consent forms;  
Electronic consent forms;  
Digital applications to obtain consent.

Shereens Montessori has adopted all necessary technical and organisational means in order to guarantee the confidentiality, security and integrity of personal data that is concerned, as well as to avoid the loss, alteration, destruction and/or access of unauthorised third parties.

## **13.COMPLAINTS**

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the South African Information Regulator.

<https://www.justice.gov.za/infoereg/contact.html>

Shereens Montessori will update this Privacy Notice from time to time. Any substantial changes that affect how we process your personal data will be notified on our website. If required, we will also notify you directly. This Privacy Notice should be read in conjunction with other organisation policies and any contract terms and conditions.