



斐京華僑公學

Pretoria Chinese School

PURPOSE OF THE POPIA & PAIA MANUAL

This manual was prepared in accordance with section 51 of the Promotion of Access to Information Act, 2000 and to address requirements of the Protection of Personal Information Act, 2013.

This manual applies to PRETORIA CHINESE SCHOOL

REGISTRATION NUMBER:

NPOREG: 023429

PHYSICAL ADDRESS:

849 HALSE STREET
WINGATE PARK
PRETORIA
0153

POSTAL ADDRESS:

P.O. BOX 2096
WINGATE PARK, 0153
PRETORIA
REPUBLIC OF SOUTH AFRICA

Pretoria Chinese School

Pretoria Chinese School was established in 1934 in Boom Street, Pretoria, by the Young Chinese Cultural League and Chinese Community of Pretoria. We are an English medium independent school. We are multi-denominational and provide a school environment in which the spiritual background of all students is respected. We are also multi-cultural, embracing all students by creating equal education opportunities. As an institution of learning, we seek to demonstrate progressive and sustained values and ethics. We offer English, Afrikaans, and Mandarin languages to students from Grade 00 to Grade 12.

1. PURPOSE:

The purpose of the Act is to promote the right of access to information, to foster a culture of transparency and accountability within The Pretoria Chinese School by giving the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.

To promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in relation to public and private bodies. Section 9 of the Act recognises that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- 1.1. Limitations aimed at the reasonable protection of privacy; and
- 1.2. Commercial confidentiality; and
- 1.3. Effective, efficient, and good governance; and
- 1.4. In a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

This PAIA Manual complies with the requirements of the guide mentioned in section 10 of the Act and recognises that , upon commencement of the Protection of Personal Information Act 4 of 2013 (POPI), that the appointed information regulator will be responsible to regulate compliance with the Act and its regulations by private and public bodies.

In accordance with the terms of the Protection of Personal Information Act (POPIA) and Section 14 of the Constitution of the Republic of South Africa, 1996, which recognises the right to privacy, the Pretoria Chinese School provides information about how we process the personal data that you provide us with.

2. INFORMATION OFFICER

- 2.1. The head of a private body in terms of section 51(1) and (2) of the Act, fulfils the function of compiling and updating the PAIA manual.
- 2.2. The Information Officer appointed in terms of the Act also refers to the information officer as referred to in the POPI Act. The Information Officer oversees the function and responsibilities as required in terms of both PAIA and section 55 of the POPI Act after registering with the Information Regulator.
- 2.3. The Information Regulator may, where it is deemed necessary, appoint a Deputy Information Officer, as allowed for in section 17 of the Act as well as section 56 of the POPI Act. All requests for access to information in terms of the Act must be addressed to the Information Officer.
- 2.4. The Chief Executive Officer of the Pretoria Chinese School has appointed the following individual as the Information Officer who will be responsible for dealing with requests for records and information.

Should you have any queries regarding the processing of your personal data, our Information Officer can be contacted by email on:

Information Officer:

Mrs LA Curwen: lcuren@pretoriachineseschool.com

Deputy Officer:

Ms A Liu: aliu@pretoriachineseschool.com

3. COMPLAINTS

If you are not satisfied with our response, you would like to discuss any relevant issues in connection to this privacy notice, or you believe we are processing your personal data disregarding the data protection regulations in force, your claims can be directed to our Information Officer or to the Information Regulator. (Details provided below).

Addressed to:

33 Hoofd Street, Forum III, 3rd Floor Braampark,

P.O Box 31533, Braamfontein, Johannesburg, 2017,

Phone Number +27 (0) 10 023 5200, Cell No. +27 (0) 82 746 4173 or by email

at: complaints.IR@justice.gov.za or inforeg@justice.gov.za.

The South African Human Rights Commission (SAHRC) Section 51(1)(b)

Section 10 of the Act stipulates that the Human Rights Commission must compile a guide on how to use the Act. This guide is available from the South African Human Rights Commission. Any queries must be directed to The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

Private Bag X2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 1360

Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za

4. INTRODUCTION

In terms of section 51 of the Act, all private bodies are required to compile an information manual ('PAIA Manual') that provides information on the types and categories of records held by a public or private body and the process that must be followed when requesting information related to such records. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and/or regulatory requirements, except where the Act expressly provides that the information may be adopted when requesting information from a public or private body.

5. PURPOSES FOR WHICH WE PROCESS PERSONAL DATA

The Pretoria Chinese School processes personal data to carry out the school's educational activity lawfully and legitimately. The school collects and keeps students and parents' information when necessary:

- To ensure that the student meets the school's admission criteria

- To provide educational services including the support of student's learning, monitoring, and reporting on student progress
- To meet the educational, social, physical, and emotional requirements of the student
- To comply with the law regarding data sharing
- To comply with legislative or administrative requirements
- To enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents/guardians of their child's educational progress or about school events, etc.
- With the aim of celebrating school achievements and to keep a record of the history of the school, the Pretoria Chinese School may take photographs and recorded images of students to be shared in yearbooks, the school website, the school's social media platforms, etc., always based on informed consent from parents/guardians or students of legal age.
- To send commercial communications if previously requested and authorised by the *data subject.

Data Subject – This refers to the natural or juristic person to whom personal information relates, such as an individual client, customer or company that supplies the organisation with products or other goods.

- Commercial communications includes: newsletters and notices from the website, referral of commercial advertisements through e-mail, SMS, social networks or any other electronic or physical means, present or future, which enables such commercial communication.

The personal data object of processing may only be communicated to other schools with the prior written consent of the data subject and the personal data will be processed with the same legitimate purposes mentioned herein.

6. TYPES OF PERSONAL DATA WE PROCESS

We process personal data from our students and their families, competent persons and from our employees, suppliers, contractors, prospective customers, and third parties interested in finding out more about the Pretoria Chinese School within the systems controlled by the school as Responsible Party.

The personal data processed is mainly the following:

- Names, addresses, telephone numbers, e-mail addresses and other contact details
- Family details
- Safeguarding information (such as court orders and professional involvement)
- Education and employment data
- Images, audio, and video recordings, including CCTV footage (video images)
- Financial information

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

- Information about health status or provision of health care linked to a specific individual
- Behavioural information
- Special educational needs

- Criminal records linked to a specific individual
- Biometric information
- Ethnicity
- Religion
- Nationality and location

7. ACCESS TO RECORDS HELD BY PRETORIA CHINESE SCHOOL.

According to this, we have processes in place to ensure that we respond to a request without undue delay from the date of the request although we can extend the time limit to respond to it if necessary. We are aware of the information we must provide in response to a request and the need to provide it in clear and plain language.

Any request is subject to certain exemptions, limitations, or contractual obligations. Data belonging to or identifying other individuals is exempt from right of access and will be subject to legal privilege. We cannot disclose any confidential information related to the purpose of providing education within our school, examinations or supplying examination scripts to external bodies. We cannot disclose confidential information on any of our staff members.

The table below highlights the types, nature and availability of information collected and held by The Pretoria Chinese School.

- ✓ Students Files
- ✓ Staff recruitment policies
- ✓ Staff records and attendance register
- ✓ Minutes of staff meetings
- ✓ Employment contracts
- ✓ Remuneration records
- ✓ Employment conditions and policies

FINANCIAL

- ✓ Financial Statements
- ✓ Invoices
- ✓ Credit Notes
- ✓ UIF Reports and Summaries
- ✓ Insurance Records and Information
- ✓ Receipts
- ✓ Asset Register
- ✓ Salaries

Therefore, in accordance with Section 5 of POPIA referred to rights of data subjects, individuals will be able to exercise their rights by sending a written specific request, along with a copy of their ID Card, to the Information Officer's email address: info@pretoriachineseschool.com

8. PRIVACY NOTICE UPDATES

Pretoria Chinese School may need to update this privacy notice periodically, so we recommend that you review this information from time to time. This POPIA & PAIA Manual of the Pretoria Chinese School is available at its premises: 849 Halse Street, Wingate Park, Pretoria, Gauteng, as well as on its website: www.pretoriachineseschool.co.za.