

**Roosevelt Park Nursery School Association NPC t/a
Roosevelt Park Pre-Primary School**

Consent Form

**Processing of Children’s Personal Information in terms of the Protection of
Personal Information Act 4 of 2013**

***Please sign and return this Consent Form for each child who is enrolled at
Roosevelt Park Pre-Primary School. Please return the completed form in
person or by e-mail to rooseveltpreschool@mweb.co.za.***

All organisations which process personal information, including Roosevelt Park Nursery School Association NPC t/a Roosevelt Park Pre-Primary School (“RPPS”), are required to ensure compliance with the Protection of Personal Information Act 4 of 2013 (“POPIA”).

RPPS is required to ensure that its processing of personal information in relation to children is compliant with POPIA. This Consent Form relates to the processing of your child’s personal information in order for you to make an informed decision when you permit RPPS to process personal information as it relates to your child, and to ensure that your consent is obtained in accordance with POPIA.

Competent Person’s Consent

You, as a competent person/s (as contemplated in POPIA), being a parent or legal guardian of a child enrolled at RPPS, hereby consent and grant permission to RPPS to process personal information relating to your child that may be used in connection with the services that RPPS offers and other ancillary activities related to your children’s pre-primary education.

1 You consent to the following:

1.1 That RPPS may collect, process and use your child’s personal information (including any additional special personal information), which shall include (but not be limited to) the following types of personal information:

- (a) **Personal Details** – such as name, date of birth, place of birth, sex and gender, emergency contact and next of kin details, medical aid number, nationality and citizenship and photographs;
- (b) **Medical and Health-related Information** – such as personal medical history, illnesses and ailments from time to time, height, growth and weight, nutrition and dietary requirements, allergies, health screening information, details of any medical conditions, disability or impairment, treatment protocols, medical aid details and emergency medical information;

- (c) **Developmental Information** – such as teachers’ feedback and assessments, reports, formal and informal progress updates and related information;
- (d) **Equality and Diversity Information** – such as regarding age, disability, socio-economic background, race, religion or belief, sex and gender identification where provided voluntarily;
- (e) **Physical Security and Monitoring Information** – such as identifiable images, access records and forms;
- (f) **Health and Safety Information** - personal information in audits, risk assessments and incident reports; and
- (g) **Other** - any other personal information which you disclose to RPPS relating to your child, whether orally or in written form.

2 **Processing of personal information**

2.1 RPPS processes personal information relating to your child in order to:

- (a) Carry out and manage its day-to-day functions as a pre-primary school, and for record-keeping and assessment purposes;
- (b) Maintain appropriate school records during and after your child’s enrolment at RPPS but for a retention period of not more than 4 years after the final year of your child’s enrolment at RPPS. RPPS records limited personal information on a historical admissions register which is retained for an indefinite period for school anniversaries and contact purposes, including your child’s name, duration of enrolment, your name, occupation, physical address, contact number and email address;
- (c) Maintain up-to-date contact details in the event of an emergency;
- (d) Communicate information on the RPPS website and on social media platforms for communication purposes (such as school WhatsApp groups); and
- (e) Control access to the premises and for security purposes.

2.2 You understand and agree that RPPS may process your child’s personal information, including special personal information as contemplated in POPIA, for the purposes set out above.

3 **You understand and agree that:**

3.1 The processing of your child’s personal information, including special personal information as contemplated in POPIA, is necessary for purposes of RPPS providing services to you and your child;

- 3.2 Your child's personal information, including special personal information as contemplated in POPIA, may from time to time be disclosed and/or shared with employees, directors and committee members of RPPS for the purposes set out above;
- 3.3 Your child's personal information, including special personal information as contemplated in POPIA, may from time to time be disclosed and/or shared with third parties, and only to the extent necessary in the circumstances, such as service providers who process information on behalf of RPPS, government departments and authorities;
- 3.4 Each processing activity is separate, such that consent is given in respect of each processing activity described in this Consent Form. This means that the withdrawal of consent for any specific activity will not equate to a general withdrawal of consent to all processing activities described in this Consent Form unless you specify otherwise; and
- 3.5 It may be necessary from time to time for you to inform us of changes and updates to your child's personal information so that RPPS can keep that information accurate and up-to-date.

Should you have any queries regarding the way in which RPPS processes personal information relating to your child, please contact the Information Officer, Joan Ferreira (rooseveltpreschool@mweb.co.za).

Consent by Competent Person/s

I acknowledge, accept and grant permission for RPPS to process my child's personal information in accordance with this Consent Form.

Child's Full Name _____

Child's Identity Number _____

sign here:

sign here:

Full Name of Parent/Legal Guardian/Competent Person

Full Name of Parent/Legal Guardian/Competent Person