



RUSTENBURG GIRLS' JUNIOR SCHOOL

Privacy Notice - learners and their parents/guardians

By enrolling in and attending Rustenburg Girls' Junior School, you acknowledge that your personal information (including special personal information) shall be processed by Rustenburg Girls' Junior School.

This Privacy Notice gives you some helpful information about who we are, what personal information we collect about you, why, who we share it with and why, how long we keep it, and your rights.

If you need more information, please see our Privacy Policy available at <https://rgjs.co.za>

1. Who we are:

We are Rustenburg Girls' Junior School.

Our address and contact details are Main Road, Rondebosch, 7700.

Telephone number: 021- 6891981

We provide primary education and related activities for girls from Grade R to Grade 7.

For further information, see our Privacy Policy available at <https://rgjs.co.za>

2. The information we collect about you

When you are a learner at Rustenburg Girls' Junior School, we collect and use your personal information.

The personal information we collect can include information about:

- your identity and contact details;
- images/photos (including CCTV footage);
- family details;
- admission/enrolment details;
- previous schools;
- academic progress;
- music, sport, aftercare, co-curricular details and progress
- CEMIS number;
- special educational needs;
- nationality;
- language;
- religion;
- medical information;
- information about behaviour and attendance;
- information about health, safety and welfare;
- financial information (re fees, scholarships etc); and
- other personal information.

Further details of the personal information we collect about you can be found in our Privacy Policy.

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

3. How we use your information and the legal basis

We use your personal information for the following purposes including:

- your application for enrolment;
- to provide you with appropriate education and support;
- to monitor your academic progress;
- to care for your health and well-being;
- to care for our staff and learners;
- to process applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an education body in terms of the Western Cape Provincial School Education Act, 1997I;
- to comply with our monitoring and reporting obligations to National and Provincial Government bodies in terms of the South African Schools Act, 1996 ,
- to process appeals, resolve disputes, and defend litigation etc.

For further information on what personal information we collect, why we collect it, how we use it and the legal basis for same, please refer to the Privacy Policy available at Rustenburg Girls' Junior School.

4. Who we share your information with

We share your personal information with third parties, including other National and Provincial Government bodies.

This includes the Western Cape Education Department.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal information

will use your personal information for their own purposes (including: to verify other information they already hold about you, etc.) and they may aggregate it with other information they already hold about you and your family.

We also share your personal information with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors, school shop etc.).

We may also share your personal information with academic, music, sport and co-curricular associations and bodies, such as for Olympiads, eisteddfods, music exams, sport tournaments, provincial sporting events and other competitions or events.

We are legally required to provide certain records relating to the progress of a learner (under 18 years) in his/her education to the learner's parents/guardians, including results of examinations.

For further information on who we share your data with, when and in what circumstances, and why, please see our Privacy Policy available at <https://rgjs.co.za>

5. We do not transfer your personal information to a third country or international organisation.

6. We do not engage in automated decision making/profiling.

7. How long we hold your personal information.

Some personal information is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed).

Some personal information we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with Rustenburg Girls' Junior School. For further information on the retention periods, please go to Schedule 2 of our Privacy Policy available at <https://rgjs.co.za>

8. You have the following legal rights that can be exercised at any time:

(a) Right to complain to the Office of the Information Regulator.

Contact details: JD House, 27 Stiemans Street, Braamfontein, Johannesburg. Postal address: PO Box 31533, Braamfontein, 2017

Email: infoereg@justice.gov.za

Complaints: Complaints.IR@justice.gov.za

(b) Right of access to your personal information.

(c) Right to rectification of any personal information that is not accurate.

(d) Right to object to processing of your personal information.

For further information, please refer to our Privacy Policy available at <https://rgjs.co.za> or alternatively contact our Information Officer or Deputy Information Officer.

Please first give us a chance to resolve any complaint by contacting us at the details below. Your complaint should include a brief description of what happened, when it happened and what personal information was affected.

9. Contact

If you would like to discuss anything in this privacy notice, please contact Mr Andrew Stamper, Deputy Information Officer at Rustenburg Girls' Junior School at email: andsta@rgjs.org.za .