



21B Digtebij Crescent,  
Mabille Park,  
Kuilsriver 7580  
☎: 021 906 6980  
sfarquhar@hebronacademy.co.za

A REGISTERED NON-PROFIT ORGANISATION NO: 043-617-NPO

29<sup>TH</sup> July 2021

### PROTECTION OF PERSONAL INFORMATION ACT

As of 1 July 2021, the Protection of Personal Information Act (POPI) came into effect. POPI governs how we handle personal information we collect about you and / or receive from you.

Please note that we treat and use your personal information in accordance with and for the purpose of performing our contractual obligations as set out in our agreement with you. Such processing of personal information will further be in accordance with our internal privacy and retention policies.

Hebron Christian Academy is therefore committed to protecting the privacy and accuracy of confidential information to the extent possible, subject to provisions of law.

Other than as required by laws that guarantee public access to certain types of information, or in response to subpoenas or other legal instruments that authorize access or for accreditation and compliance purposes, personally-identifiable information collected by the school is not actively shared, nor re-distributed or disclosed to any third party without your consent

In respect of your access to your own information, any questions or concerns regarding users' rights to review, modify or delete their previously provided personal information should be directed to Hebron Christian Academy ([lrowbotham@hebronacademy.co.za](mailto:lrowbotham@hebronacademy.co.za)). Any disputes will be resolved under existing policy regulations applicable to Hebron Christian Academy.

In compliance with legal requirement to protect our clients (personal information), we attach for your perusal and signature, our "**consent form**" which grants the school permission to process your personal information. **Please complete and return together with your admission application**

As stated above, by giving your consent, you allow the school to process your personal information provided for legal, contractual, compliance and accreditation purposes, provide you with marketing and promotional information as regards school events, newsletters and general school meetings and activities, personal notifications and from time to time the photographing of learners for promotional and for record purposes

Kindly do not hesitate to contact the school should you require any further clarity in this matter

Yours Sincerely

Pastor Stuart Farquhar  
Senior Administrator



Pastor Virgil Viljoen  
Principal

**HEBRON CHRISTIAN ACADEMY**  
**CONSENT FORM**  
**IN TERMS OF THE**  
**PROTECTION OF PERSONAL INFORMATION**  
**ACT 4 OF 2013 (POPI)**

**Consent to use personal information<sup>1</sup>**

- By agreeing to the terms of this information form, you, (*parent name*) \_\_\_\_\_, hereby voluntarily authorise **Hebron Christian Academy** to process your personal information as well as that of the learner (*learner name*) \_\_\_\_\_, (including the names, physical address, telephone numbers and any other information you have provided to the school).
- Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain effective until one of the conditions stated under paragraph 8 of the Policy on the Protection of Personal Information has been met.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.

---

<sup>1</sup> This form must be read with the *Policy on the Protection of Personal Information*.

- In addition, you hereby take note that Hebron Christian Academy collects and processes personal information pertaining to the proper functioning, management and governance of the school, as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- The type of information will depend on the purpose for which it is collected, and will be processed for that purpose only.
- In terms of section 11 of POPI, personal information may only be processed in the following circumstances:
  - If the data subject, or a competent person where the data subject is a child, consents to the processing.
  - If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
  - If processing complies with an obligation imposed by law on the school.
  - If processing protects a legitimate interest of the data subject.
  - If processing is necessary for the performance of a public law duty.
  - If processing is necessary for pursuing the legitimate interests of the school.

### **Your rights in terms of this consent**

You have the following rights:

- *The right to know what information is being kept, how it is being used, and when the school will disclose it.* All of the aforesaid information is contained in our Policy on the Protection of Personal Information and our Privacy Policy, which are available and may be obtained from our offices or our website.
- *The right to correct your details.* The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- *The right to revoke consent.* You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect any past or existing use of your information.

**Consent to receive marketing information (Newsletter, promotions, events etc)**

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes, and understand that by consenting, you may receive marketing materials in the form of SMSs, e-mails and the like from the school.

Please tick the appropriate box below:

I agree       I do not agree

\_\_\_\_\_  
Signature of parent/s or guardian/s

\_\_\_\_\_  
Date