



PRIVACY POLICY

1 POLICY PURPOSE

- 1.1 The purpose of this policy is to establish and describe the framework within which Future Nation Schools deals with your personal information.
- 1.2 This policy must be read in conjunction with any additional policies, rules and procedures specifically implemented by the school. In so far as school specific policies, rules and procedures contradict this policy, the determinations of this policy will prevail.

2 TERMS OF PRIVACY POLICY

- 2.1 Future Nations School (School) is operated collectively by Sifiso Learning Group Proprietary Limited, Future Nations School Proprietary Limited and Sifiso Education Properties Proprietary Limited. Any reference in this Privacy Policy to the School includes all of these parties.
- 2.2 We review our policies regularly and occasionally may need to change or update them. Any updated versions of this Privacy Policy will be posted on our website (www.futurenationschools.com) and mobile application and will be effective from the date of posting. We will notify all students and their parents or legal guardians of any updates. This Privacy Policy was last reviewed and updated on 15/05/2018.
- 2.3 This Privacy Policy does not apply to parties not identified above or third party websites which may be linked to or accessible through the Website and this mobile application.

3 WHAT PERSONAL INFORMATION WE COLLECT AND WHY?

- 3.1 When a student application form is submitted to the School, we will require personal information of the student, their parents, legal guardians, persons responsible for payment of fees and emergency contacts. The personal information includes, but is not limited to:
 - 3.1.1 the student's name, identity number, date of birth, age, gender, languages, nationality, home address, mobile number, medical information and educational history;
 - 3.1.2 names, identity numbers, marital status, parental status, employment, addresses and contact information of parents, legal guardians and persons responsible for school fees;
 - 3.1.3 credit and financial information of persons responsible for school fees (subject to consent where required in terms of the National Credit Act, 2005); and
 - 3.1.4 name and contact details of emergency contact.
- 3.2 If the application is successful, we will use this personal information for the purposes of the student's attendance at the School and participation in any educational or extra-curricular activities and the School's administration. We will collect and use other personal information of students and their parents and legal guardians from time to time for the same purposes.
- 3.3 Provided that the students' parents or legal guardians have given their written consent, we will use photographs or videos of the students and/or their parents or legal guardians taken by the School in the electronic and / or printed media, including the School website, newspaper advertisements, magazine advertisements, brochures, flyers, posters, billboards, banners, flippers and signage on buildings and vehicles, solely for purposes of marketing the School and/or to celebrate the School's or your Child's activities, achievements or successes.

- 3.4 Personal information of students and their parents or legal guardians may also be used for statistical and research purposes, but will be anonymised for this purpose

4 SENSITIVE INFORMATION

- 4.1 We may use personal information relating to students' religious or philosophical beliefs where this information is given to us in order to accommodate the students' religious rights.
- 4.2 Provided that the students' parents or legal guardians have given their written consent, we will collect and use students':
- 4.2.1 race information for the purpose of required reporting to government and education organisations; and
- 4.2.2 medical information the student's safety, emotional and physical well-being and any special needs.
- 4.2.3 because the students are minors, we will also obtain the written consent of their parents or legal guardians to process their personal information as described in section 3.
- 4.3 Consent may be refused or withdrawn at any time by the parents or legal guardians. Please note however that refusal or withdrawal of consents (except consent relating to the use of photographs and videos in section 3.3) may affect the outcome of the student's application or their continued attendance at the School.
- 4.4 We will not request other sensitive information from students or their parents or legal guardians. If this information is nevertheless disclosed to us, we will deal with it appropriately in the circumstances.

5 DO WE SHARE PERSONAL INFORMATION WITH THIRD PARTIES?

- 5.1 We may disclose personal information that we hold to a limited number of our employees and third party service providers (other than those who we refer you to), who assist us to interact with students and their parents or legal guardians. For example, transport, after care and holiday care providers.
- 5.2 We may be required to disclose personal information if required to comply with applicable law or an order of court. For example, we are required to disclose certain personal information about our students to the Department of Education.
- 5.3 We may inform any other school or educational institution to which you propose to send your child of any outstanding fees.
- 5.4 We will never sell personal information.
- 5.5 We will only disclose personal information to third parties not mentioned in this Privacy Policy with the express written consent of the person to whom it relates or, if the person is a minor student, their parent or legal guardian.

6 SECURITY AND DATA QUALITY

- 6.1 We may hold the personal information in either electronic or hard copy form. In both cases we take appropriate and reasonable and appropriate steps to ensure that the personal information is protected from misuse and loss and from unauthorised access, modification or disclosure. We cannot however guarantee that, as a result of these measures, personal information will not be disclosed in an unauthorised or unlawful manner in circumstances which are beyond our control.
- 6.2 Personal information is destroyed or anonymised when no longer needed or when we are no longer required by law to retain it (whichever is the later).
- 6.3 We may store personal information with the hosting service providers appointed by us from time to time. The storage may be in South Africa or in another country. Where storage is in another country, the personal information will be stored in a jurisdiction that has equivalent, or better, data protection legislation than South Africa or with a service provider which is

subject to an agreement requiring it to observe data protection requirements equivalent to or better than those applicable in South Africa.

7 ACCESS TO YOUR PERSONAL INFORMATION

- 7.1 Parents or legal guardians may at any time request:
 - 7.1.1 confirmation that we hold their personal information or personal information of the minor students under their guardianship;
 - 7.1.2 access to this personal information;
 - 7.1.3 the identities or categories of third parties to whom we have disclosed this personal information; or
 - 7.1.4 that we correct or delete any personal information that is incomplete, misleading, inaccurate, excessive or out of date.
- 7.2 Requests may be made in writing to info@futurenationschools.com or Future Nation Schools Lyndhurst, 2 Wessel Avenue, Lyndhurst, Johannesburg or Future Nation Schools Fleurhof, Corner Halite and Hyacinth Roads, Fleurhof.