

EST



2014

LITTLE PIECE OF HEAVEN

Play-Learn Nursery School

The Protection of Personal Information Act

The Protection of Personal Information Act, No.4 of 2013 promotes the protection of personal information used by public and private bodies. The purpose of the POPI Act is to ensure that all South African institutions conduct themselves in a responsible manner when collecting, processing, storing and sharing another entity's personal information by holding them accountable should they abuse or compromise your personal information in any way.

Little Piece of Heaven Nursery School must comply with the POPI Act. POPIA requires that we inform you, as the parents of our learners, of the way in which your personal information is used, disclosed and destroyed. Little Piece of Heaven Nursery School is committed to protecting the privacy of our parents, learners and educators and ensuring that your personal information is used appropriately, transparently, securely and in accordance with applicable laws.

The document details what your personal information is used for, as well as granting Little Piece of Heaven Nursery School permission to use your personal information for the intended purposes. This will also ensure that you are able to receive all communication from Little Piece of Heaven Nursery School. It also explains your rights with regards to the POPI Act.

We ask you to please read the documents carefully and indicate your preference as requested. The document must be signed by a parent and returned. Thank you for your cooperation.

Kind regards Lize de Bruin



Consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPI)

Consent to use personal information:

By agreeing to the terms of this information form, you _____ (Full Name), hereby voluntarily authorise Little Piece of Heaven Nursery School to process your personal information and any other information as well as that of:

Child Name and Surname: _____

Father Name and Surname: _____

Telephone Number: _____

Mother Name and Surname: _____

Telephone Number: _____

Address: _____

- 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 I 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.
- 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.
- 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

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 e-mails, WhatsApp and other means of posting from the school.

Please tick the appropriate box below:

I agree I do not agree

Signature of Parent _____

Date _____

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Play-Learn Nursery School

HEALTH POLICY

Hygiene at Little Piece of Heaven is of utmost importance. Our nursery school has strict policies and procedures in place that we adhere to. We maintain a high standard of cleanliness and hygiene at the Nursery School to avoid diseases and it is expected that each family respects our Health Policy to provide a healthy and hygienic environment to all children.

Health Policy and Procedures:

1. A sick child should stay at home for the first 24 – 48 hours.
2. A child that might have an infectious disease or illness, diarrhoea, fever or yellow/green running nose, sore throat, childhood illness, eye infection, a stomach virus, nausea, vomiting, infectious sores and or head lice has to stay at home and can only return 24 hours after the last symptoms occurred or when the doctor has cleared the child.
3. Parents will immediately be contacted if a child develops a fever or any symptoms of an infectious disease. It is the parent's responsibility to collect their child promptly when this occurs.
4. No child is allowed to attend nursery school if any fever medication has been given.
5. No child will be allowed to attend nursery school within the first two days of their antibiotics course and no prescribed medication will be given without a completed prescribed medication form.
6. A yellow or green runny nose is an indication of infection and children should stay home until it has cleared.
7. It is recommended that children are dewormed every 6 months and hair should be inspected regularly for lice and washed regularly with lice shampoo for precautionary methods.
8. All children's nails should be cut short at all times.

We trust that each family understands and will respect our Health Policy and Procedures and that we implement them to provide a healthy environment and to keep all children safe. We truly appreciate your cooperation. Herewith I, _____ parent of _____ acknowledges that I have read and understand the Health Policy of Little Piece of Heaven regarding sick children.

Signed at _____ on _____

Father Signature _____

Mother Signature _____