

EST



2014

LITTLE PIECE OF HEAVEN

Speel-Leer Kleuter Skool

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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GESONDHEIDSBELEID

Higiëne by Little Piece of Heaven is van uiterse belang. Ons kleuterskool het 'n streng beleid en prosedures rakende die gesondheid van kinders wat by ons ingeskryf is. Daar word 'n hoë standaard van netheid en higiëne by die kleuterskool gehandhaaf om die kinders sover moontlik te help om gesond te bly. Dit word verwag dat elke familie die beleid sal respekteer om 'n gesonde omgewing aan te bied aan alle kinders.

Gesondheidsbeleid en Prosedures:

1. As 'n kind siek is moet hulle vir die eerste 24 - 48 ure by die huis bly.
2. Indien 'n kind 'n aansteeklike siekte het, diarree, koors of 'n geel/groen loopneus het, seer keel, kindersiekte, ooginfeksie, maaginfeksie, naarheid, braking, aansteeklike sere en/of kopluisse het, moet die kind by die huis bly en kan die kind slegs terug keer na 'n minimum van 24 ure na die laaste simptome of totdat 'n dokter dit goedkeur dat hulle mag terug kom.
3. Indien kinders by die kleuterskool 'n koors ontwikkel, sal die ouers dadelik gekontak word en ouers is verantwoordelik om so gou moontlik hul kind te kom haal.
4. Geen kind op koorsmedikasie mag skool toe kom nie, dit is 'n indikasie dat daar wel iets aansteekliks broei.
5. Geen kind sal gedurende die eerste 2 dae van hul antibiotikakursus by die skool toegelaat word nie en geen voorskifmedikasie sal by die skool toegedien word sonder 'n voltooide voorskifmedikasievorm nie. Hierdie is 'n wetlike vereiste waaraan die skool moet voldoen.
6. Geel en groen loopneus is 'n indikasie van infeksie en hulle moet liefers by die huis bly totdat dit opgeklar is.
7. Dit word aanbeveel dat kinders gereeld ontworm moet word asook dat kinders se hare geïnspekteer word en gereeld met luis shampoo gewas word.
8. Alle kinders se naels moet te alle tye kort geknip wees.

Ons vertrou dat elke familie verstaan dat ons hierdie prosedures in plek het om almal gesond en veilig by die skool te hou en waardeer almal se samewerking in hierdie verband. Hiermee erken ek, _____ ouer van _____ dat ek kennis neem van die beleid en prosedures rakende siek kinders.

Geteken te _____ op _____

Vader Handtekening _____

Moeder Handtekening _____