

Liberté

1. PRIVACY POLICY:

The competent person(s) understand that the personal information given in this enrolment contract regarding any competent person and the learner is to be used by the school to conclude the enrolment contract and perform in terms of such a contractual agreement. The competent person confirms that the information is accurate and complete. The competent person undertakes to notify the school, in writing, and immediately should the personal information of the Child, Parent, or competent person or any change in the financial circumstances of these persons occur and agrees to update the information supplied as and when necessary to ensure the accuracy of the information.

The competent person is hereby notified that the personal information provided to the school herein or otherwise will be collected and processed by the school as envisaged in POPIA.

In alignment with our commitment to safeguarding privacy, we ensure that no personal data or information is transferred across international borders. All information collected by our institution is processed and stored within the jurisdiction of South Africa. This localised handling is in strict compliance with applicable data protection laws and regulations, reinforcing our commitment to transparency, trust, and adherence to the highest standards of privacy.

Definitions

- “Competent Person” means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning the Learner, such as a parent or a guardian and who is supplying the personal information required by the enrolment contract and binds itself to the terms and conditions of this enrolment contract;
- “Child” or “Learner” means the child or children on whose behalf the enrolment contract is entered into
- “Personal information” means information that identifies or relates specifically to the parents and guardians and or any other Competent Person and the Learner, which shall include the information set out in clause three (3);
- “POPIA” means Protection of Personal Information Act, 4 of 2013; and
- “School” means Innovative Investments Company (Pty) Ltd, trading as Liberté School

Personal Information of the Child/Learner

Type of Personal Information	Purpose	Voluntary / Mandatory	Basis for Processing
Personal details, age, date of birth, ID number, passport number	To identify the learner	Mandatory	To enable the school to perform its obligations in terms of the enrolment contract
Academic record	To determine academic level and grade, special needs, and accommodations	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract
Vaccination record	To determine the vaccination status of the student	Mandatory	To enable the school to perform its obligations in terms of the enrolment contract

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Year of entering School	To do academic planning	Mandatory	To enable the school to perform its obligations in terms of the enrolment contract
Gender	To determine placement in classes and for statistical purposes.	Mandatory	To do compulsory reporting to government departments.
Ethnicity, Nationality	For compulsory reporting, statistical, and diversity purposes.	Mandatory	To do compulsory reporting to government departments.
Home language	To determine the ability to interact in class and to take steps to assist learners in integrating into class and improving their language abilities.	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract.
Religious denomination	To accommodate learners during religious activities.	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract.
Siblings and other family members who have attended the school	For statistical, communication, and invoicing purposes.	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract.
Details of the medical practitioner and medical information	To enable the school to obtain immediate medical assistance in case of an emergency.	Mandatory	To protect the interests of the school and the learner.
CCTV recording and footage	For security and access purposes.	Voluntary	In the legitimate interests of the school and for protection of the interests of the school and the protection of the rights of the learner.
Correspondence	For keeping a record of communication between the school, teachers, learners, and competent person(s).	Voluntary	In the legitimate interests of the school and for the protection of the interests of the school.
Disciplinary records	For good order and safety.	Voluntary	In the school's legitimate interests and the protection of other Learners' rights.
Academic records, reports and information	To manage the education function of the school and provide records and results on progress to the learner.	Voluntary	To enable the school to perform its obligation in terms of the enrolment contract, in the legitimate interests of the school and for the protection of the rights of the learners.

Parent(s)/Guardian(s)/Competent Person(s)

Type of Personal Information	Purpose	Voluntary / Mandatory	Basis for Processing
Personal details, ID number	To identify responsible parties for invoicing and debt collecting purposes.	Mandatory	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school
Contact details	To communicate with responsible parties, to invoice and for debt collecting purposes.	Mandatory	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school
Home address domicilium	To communicate with responsible parties, and invoicing and debt collecting purposes.	Mandatory	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school

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Relationship to Learner	To determine the legal standing of a competent person(s) towards the learner, to determine custody in respect of decisions and payment liability.	Mandatory	To enable the school to perform its obligations in terms of the enrolment contract
Residency status	To determine domicilia	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school
Marital Status / Divorce orders	To assist the school in engaging with the relevant competent person(s) to determine custody in respect of decisions and payment liability.	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school
Work Address	To communicate with responsible parties, emergency contract and invoicing and debt collecting purposes	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school
Correspondence	For keeping a record of communication between the school, teachers, Learner and Competent Person(s)	Voluntary	In the legitimate interests of the school and for the protection of the interests of the School.

General:

As provided for in Section 18 of POPIA, you are hereby notified that:

- The above information is directly collected from the competent person(s);
- The school is the recipient of the information and the responsible party. The address and contact details of the school appear on the enrolment form;
- As indicated above, the school may be required by law to share personal information with the Provincial and National Education Departments, other regulatory authorities, other governmental departments, and persons that the school under the law has to share the personal information with.
- The school may share the information with administrative staff, education staff, sports coaches and other staff members, other schools, the Board of the School, ISASA, attorneys, tracing agents, debt collectors and other persons that assist with the enforcement of this these terms, persons to whom the school may cede its rights and delegates its obligations, any credit bureau, contractors and employees of the school who are required to be informed of the personal information to enable the school to comply with contractual obligations and agreement with the competent person(s).

Should the competent person(s) fail to provide the required personal information, the school would not be able to enrol the learner at the school and conclude the enrolment agreement in respect of the education of the learner. The competent person(s) and, if applicable, the learner may access the personal information that the school holds in terms of this enrolment agreement and may request the school to correct and delete the information if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, obtained unlawfully and no longer authorised to be kept.

The competent person(s) and, if applicable, the learner is entitled to object to the processing of information or withdraw the consent where the personal information has been provided based on consent. However, such objection or withdrawal of consent may lead to the school's inability to perform in terms of the enrolment contract, as the information is required for valid reasons.

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The school may store personal information about the learner and the competent person(s) on cloud servers or use internet platforms to manage the learner's education, which may be located outside the borders of South Africa. The school will ensure that such cloud servers or internet platforms provide adequate protection concerning personal information as envisaged by POPIA.

Complaints

The competent person(s) and, if applicable, the learner may complain about the processing of personal information to the Information Regulator about an alleged contravention of the protection of its information.

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