



## SCHOOL DATA PROTECTION POLICY

### Policy brief & purpose

Our **school Data Protection Policy** refers to our commitment to treat information of employees, learners, parents/guardians and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

### Scope

This policy refers to all parties (employees, job candidates, learners, parents, guardians, suppliers etc.) who provide any amount of information to us.

### **Who is covered under the Data Protection Policy?**

Employees of our company and its subsidiaries must follow this policy. Contractors, consultants, students, parents/guardians and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

### Policy elements

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, I.D./Passport numbers, financial data etc.

Our school collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up to date
- Collected fairly and for lawful purposes only
- Processed by the school within its legal and moral boundaries
- Protected against any unauthorized or illegal access by internal or external parties

Our data will not be:

- Communicated informally
- Stored for more than a specified amount of time
- Transferred to organisations, or companies that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data the school have direct obligations towards staff, learners, parents/guardians, Contractors, consultants and to whom the data belongs. Specifically, we must:

- Let all involved know which of their data is collected
- Inform correctly about how we'll process their data
- Inform all involved about who has access to their information
- Have provisions in cases of lost, corrupted, or compromised data
- Allow people to request that we modify, erase, reduce or correct data contained in our databases

### **Actions**

To exercise data protection, we're committed to:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Train employees in online privacy and security measures
- Build secure networks to protect online data from [cyberattacks](#)
- Establish clear procedures for reporting privacy breaches or data misuse
- Include contract clauses or communication statements on how we handle data
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

### **Disciplinary Consequences**

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.

School Data Protection Policy will be maintained in staff personnel file. The Pretoria Chinese School reserves the right to modify this policy at any time without notice.