



CBC ST JOHN'S, PARKLANDS	
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Co-ordinating Manager	HEAD OF COLLEGE
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POLICY TITLE	DATA MANAGEMENT POLICY
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Approved by	BOG
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Related policies	Counselling Policy / Communication Policy / Social Media Policy / Child Safeguarding Policy

1. PURPOSE AND SCOPE

This policy is informed by the Protection of **Personal Information Act 4 of 2013 (POPIA)** as implemented on 30 June 2021.

The purpose of this act is to ensure the compliance of personal data processing to the POPIA Act, and that the system sufficiently ensures the protection from potential cyber-attacks.

2. CLARIFICATION OF TERMINOLOGY

- 2.1 A "responsible party" the College is obliged to ensure that all requirements of the POPIA Act are met by determining how and when information is processed.
- 2.2 Personal information is ANY INFORMATION that can be linked to an identifiable living person.
 - 2.2.1 Personal information includes general personal details such as a person's race, gender, age, nationality, religion, language, sexual orientation, and health status.
 - 2.2.2 All clinical and internal assessments and views regarding mental and physical health and well-being.
 - 2.2.3 Personal opinions and preferences.
 - 2.2.4 the views or opinions of another individual about a person.
 - 2.2.5 and the name of a person if it appears together with other personal information of all people connected to the school.
- 2.3 "RECORD OF INFORMATION" refers to all electronically and written information about a person, including video and photographic material, which can be linked to an identifiable living person – provided that such record is in the possession of the College or under control of the College, regardless of when and where it was created.
- 2.4 "Provisions of POPIA" refers to the way in which all personal information is processed, recorded, stored, and discarded and the compliance with the POPIA Act.
- 2.5 "Special personal information: POPIA Prohibits the processing of any data relating to children's religious or philosophical belief, race or ethnic origin, trade union membership, political persuasion, health, sexuality, or biometric information.
 - 2.5.1 "BIOMETRIC INFORMATION" refers to any description of a child's physical attributes.
- 2.6 "Consent of the data-subject" means consent given by the person to whom the data relates.



DATA MANAGEMENT POLICY

1. ASSESSMENT RECORDS, SECURITY, STORAGE AND REPORTING

- 1.1 Assessment Records at CBC St John's are kept in both the physical (examination papers) and recorded (progression and promotion schedules) form.
- 1.2 Final examination papers for Grades 8-11 are stored in the strong room until the beginning of the following academic year.
- 1.3 The school's reporting and administrative software **Edupac** is used to capture the result of assessment. In addition, the programme is also used to record personal information, attendance, learner profiles and disciplinary matters regarding the College's Code of Conduct, as well as specific psychological and medical reports used for examination concessions and learner support.
- 1.4 Each Phase of the College prints hard copy progression schedules and process online internal reports which are kept in a student's educational profile folder in the front office. A school copy of all students' results is published electronically at the end of each cycle. The administrative system backs up regularly to the college server. The server also backs up all files to a three reserve drives.
- 1.5 The system is secure in that our College's network, security system and protection ensure that it is not tampered with or cannot be accessed by unauthorised personnel.
- 1.6 All data is protected with strong passwords.
- 1.7 Reports are published from a central location. The publishing format used cannot be accessed by anyone other than the principals of the schools. A copy of the report is stored electronically on the server. The Curriculum Manager or designated phase heads prints all the progression schedules which are stored in the Junior and Senior Schools' offices.
- 1.8 Teachers' individual files are kept by themselves. Copies of examination papers are kept in the strong room prior to exams.
- 1.9 All digital information kept on the College's system is confidential and access to edit this information is only given to authorised staff members with various degrees of rights of access, depending on their functions in management.
- 1.10 The entering and editing of personal data is restricted to the following staff:
 - The PA of the Head of College
 - The Curriculum Manager
 - The Financial Manager and assistant
- 1.10 No personal information is allowed to be shared to any unauthorised persons. Staff have read only access to parent information for the sole purpose of parental contact and liaison regarding the education and progress of their students. Staff members are unable to edit parents' personal information.

2. LEARNER PROFILES

- 2.1 The physical, hard-copy learner profiles, and learner information folders are kept in filing cabinets in the front office of the College (main administration block).
- 2.2 Once learners have matriculated, their personal files are kept in the strong room of the Senior School for the required amount of time.
- 2.3 **Students are given the option to have their own personal data removed and destroyed at the end of their school careers and they have reached the age of eighteen. Students, once they have completed their school careers, will be given**



a letter of consent to complete upon which their records will be kept or destroyed.

3. DATA PROTOCOLS

3.1 COMMUNICATION

- 3.1.1 No internal communication containing personal information of a student, teacher, parent, sports coach, or anyone associated with the College may be sent to anybody outside of the College – this includes e-mail addresses – **without the data subject's consent.**
- 3.1.2 No parent or outside party may be copied in on **e-mail messages** (CC or BCC) containing internal communication (between staff members, staff and students or staff and parents), **with any personal data, without the data subject's consent.**
- 3.1.3 No communication of personal data to a parent of a learner may be sent to the parent without the specific learner's consent (see COUNSELLING POLICY)
- 3.1.4 The only exclusion is when the learner's life is in danger or threatened (Section 36 exclusion).
- 3.1.5 Consent for the processing of personal information, when asked/given, must be voluntary, specific, and informed. The data subject must not be forced or coerced to give consent, it must be with regards to a specific use of the data and the data subject must be able to make an informed decision on the matter.
- 3.1.6 Consent for the processing of personal information can be revoked at any time.
- 3.1.7 It is the mutual responsibility of the College and parents to ensure that personal information is accurately processed and up to date.

3.2 COLLEGE EXPECTATIONS OF STAFF MEMBERS

The College expect all staff to adhere to the following steps of the data management protocol:

- 3.2.1 Personal information about all associated with the College must be kept private and managed with the utmost discretion and circumspection. This includes general personal details such as a person's race, gender, age, nationality, religion, language, sexual orientation, and health status.
- 3.2.2 None of matters mentioned under 3.2.1 may be shared in any communication to anyone outside of the College without the person's consent.
- 3.2.3 All clinical and internal assessments, reports, and personal views of staff members regarding any person's mental and physical health and well-being may not be discussed internally or externally without the person's written consent. A letter of consent must be signed.
- 3.2.4 Staff must always refrain from discussing the personal views, opinions and preferences of any person associated with the College on e-mail, social media or to anyone outside of the College without the person's written consent.
- 3.2.5 Staff must always refrain from using the name of a person without his or her written consent if it appears together with other personal information (such as an e-mail address).
- 3.2.6 "Special personal information: POPIA Prohibits the processing of any data relating to children's religious or philosophical belief, race or ethnic origin, trade union membership, political persuasion, health, sexuality, or biometric information.
- 3.2.7 "BIOMETRIC INFORMATION" refers to any description of a child's physical attributes. No biometric information such as hair or skin colour, weight, height, or eye colour may be shared with anybody in any manner without the child's consent.
- 3.2.8 Photos of students used for specific publications cannot be re-used for other publications without getting a new letter of consent from the student.



4. EXCLUSIONS – DATA PROCESSING OF CHILDREN'S INFORMATION WITH/WITHOUT THE CONSENT OF A "COMPETENT PERSON."

- A COMPETENT PERSON is defined as any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child, usually a parent or caregiver.
- 4.1 A competent person may give consent for the data processing of data regarding a child when
 - 4.1.1 A child or a child's legitimate interests need to be protected
 - 4.1.2 Processing data about a child's health by the school may be done to provide support to the student.
 - 4.1.3 Processing data may also be done to make arrangements in connection with their health or
 - 4.1.4 To make special arrangements for student with different gender or sexual expressions.
 - 4.1.5 CONFIDENTIALITY: The school may not communicate any information to a parent without the child's consent unless a serious medical situation demands it.
 - 4.1.6 As a religious institution, the College can process data of data subject belonging to that organisation with the consent of their families, provided that processing the data is necessary for the religious organisation to achieve its aims and purposes (example: during the confirmation process).

5. CONDITIONS FOR THE COLLECTION OF DATA

- 5.1 The child or parents should always be informed about the purpose of the data processing (why and how it will be used).
- 5.2 The data subject should always be notified of the data processing and/or collection.
- 5.3 The processing of the data should be reasonable and not infringe upon the privacy of the data subject (child/family).
- 5.4 The data subject may request to view the processed data and has the right to correct it.
- 5.5 The data subject may correct, destruct, or delete their personal information to the extent that it is necessary.
- 5.6 RESPONSIBLE parties need authorisation by the information Regulator before processing information for the purposes of credit reporting.
- 5.7 Failure to protect the account number of a data subject is a criminal offence if the failure is sufficiently serious or persistent and likely to cause substantial damage or distress. However, such a failure is punishable only if it was negligent, reckless, or intentional. Reasonable protection measures should be taken.
- 5.8 Data collection should always be accurate and up to date.
- 5.9 The fact that parents gave consent for data collection should not force a child to participate in any activity.
- 5.10 Parents and children have the right to request access to any personal information the school may be keeping about them and my update and correct their information. This may be excluded under the Promotion of Access to Information Act if the information regards the private information of another child.

6. CYBER SECURITY

- 6.1 The College, with her Information Technology service providers, is responsible for the drafting of an appropriate, reasonable, and technical CYBER SECURITY policy to provide organisational means to prevent (a) loss of damage to or unauthorised destruction of personal information, and (b), unlawful access to or processing of personal information.



4 DESIGNATIONS – INFORMATION OFFICERS

3.1 In terms of this policy, as of January 2021, the following staff fulfil the below designations as delegated by the Head of College:

PA of the Head of College	Maria Fernandes
Marketing	Felicia Nebel
Student profiles and Admissions	Maria Fernandes
Curriculum Manager	Marisa Fox
Financial manager	Stanley Naidoo
Child Safeguarding	Ryk Brink