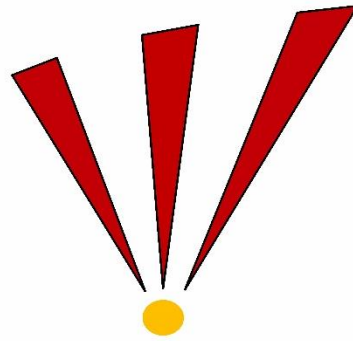


GLOBAL ACADEMY OF EDUCATION



Growth - Development - Maturity

Privacy Notice to parents /guardians

This Privacy Notice gives you some helpful information about who we are, what personal information we collect about you, why, who we share it with and why, how long we keep it, and your rights.

If you need more information, a copy of our Privacy Policy is available at GAE office.

1. Who we are:

We are Global Academy of Education.

Our address and contact details are 23 Ysterhout Crescent, Heiderand, Mossel Bay

We provide primary education from Grades R - 7

For further information, see our Privacy Policy which is available at the school office.

2. The information we collect about you

When you are a learner with **GAE**, we collect and use your personal information.

The personal information we collect can include information about:

- your identity and contact details;
- images/photos (including CCTV footage);
- family details;
- admission/enrolment details;
- previous schools;
- academic progress;
- CEMIS number;
- special educational needs;
- nationality;
- language;
- religion;

- medical information;
- information about behaviour and attendance;
- information about health, safety and welfare;
- financial information (re fees etc); and
- other personal information.

Further details of the personal information we collect about you can be found in Annexure A of our Privacy Policy.

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

3. How we use your information and the legal basis

We use your personal information for the following purposes including:

- *your application for enrolment;*
- *to provide you with appropriate education and support;*
- *to monitor your academic progress;*
- *to care for your health and well-being;*
- *to care for our staff and learners;*
- *to process applications, school fees;*
- *to coordinate, evaluate, fund and organise educational programmes;*
- *to comply with our legal obligations as an education body in terms of the Western Cape Provincial School Education Act, 1997l;*
- *to comply with our monitoring and reporting obligations to National and Provincial Government bodies in terms of the South African Schools Act, 1996 ,*
- *to process appeals, resolve disputes, and defend litigation etc.*

For further information on what personal information we collect, why we collect it, how we use it, and the legal basis for same, please go view our Privacy Policy available at GAE's office.

4. Who we share your information with

We share your personal information with third parties, including other National and Provincial Government bodies.

This includes Department of Basic Education (DBE), Western Cape Education Department (WCED), Eden and Central Karoo District Office, other schools that your transfer to (learner profile) and our financial service providers.

We may also disclose your information:

Where we have a duty or a right to disclose in terms of law or industry codes;
Where we believe it is necessary to protect our rights.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal information will use your personal information for their own purposes (including: to verify other information they already hold about you, etc.) and they may aggregate it with other information they already hold about you and your family.

We also share your personal information with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc.)

We are legally required to provide certain records relating to the progress of a learner (under 18 years) in his/her education to the learner's parents/guardians, including results of examinations.

For further information on who we share your data with, when and in what circumstances, and why, please view our Privacy Policy available at GAE school office.

- 5. We do not transfer your personal information to a third party or international organisation.**
- 6. We do not engage in automated decision making/profiling.**
- 7. How long we hold your personal information.**

Some personal information is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed).

Some personal information we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with GAE. For further information on the retention periods, please view our Privacy Policy available at GAE school office.

8. You have the following legal rights that can be exercised at any time:

- (a) Right to complain to the Office of the Information Regulator.
Contact details: JD House 27 Stiemens Street Braamfontein Johannesburg 2001
Email: complaints.IR@justice.gov.za
- (b) Right of access to your personal information.
- (c) Right to rectification of any personal information that is not accurate.
- (d) Right to object to processing of your personal information.

For further information, please view our Privacy Policy available at GAE school office, or alternatively contact our Information Officer or Deputy Information Officer.

Please first give us a chance to resolve any complaint by contacting us at the details below. Your complaint should include a brief description of what happened, when it happened and what personal information was affected.

9. Contact

If you would like to discuss anything in this privacy notice, please contact Mrs C Schafer at email: principal@globaled.co.za in this school.