



POPI Act

PROTECTION OF PERSONAL INFORMATION NOTICE

The Protection of Personal Information (POPI) Act requires us to inform you how we process and disclose personal information we obtain from you. We are committed to protecting your privacy and will ensure that your personal information is used appropriately, transparently, and according to applicable law. This privacy policy applies to all BANA's electronic media (including our website) and governs data collection, storage, and usage.

1. What information we collect:

BANA collects personally identifiable information, such as:

- your identity number(s).
- information regarding your minor child enrolled with us.
- email address
- name and surname
- home or work address or telephone number
- medical history
- previous schools attended by your child.
- information regarding your child's siblings
- previous medical records of your child
- previous assessments of your child
- age of your child as well as you, the parent(s)
- gender of child

This is to provide the best possible care and education to your minor child. Such information will help the teacher to assess and help your child with the correct amount of compassion and insight.

2. How we use your information:

We will use your personal information only for the purposes for which it was collected and agreed to with you. This may include:

- Processing your documentation in respect of applying for a position of your minor child to our school;
- Processing of payments towards school fees;
- Conducting credit reference searches or verification;
- Confirming and verifying your identity or for security purposes;
- Auditing and record keeping requirements;
- Providing our services to you and your minor child.

3. Disclosure of your information:

We may disclose your personal information to our staff for educational purposes. We may also share your personal information with and obtain information about you from third parties for the purposes listed in 2 above.

We may also disclose your information where we have a duty or a right to disclose this in terms of applicable legislation, the law or industry codes or where it may be necessary to protect our rights.

4. Safeguarding your information:

The POPI Act requires us to adequately protect the personal information we hold and to avoid unauthorized access and use of your personal information. We will continuously review our security controls and processes to ensure that your personal information is secure. If we need to transfer your personal information to another country for processing or storage, we will ensure that any party to whom we pass on your personal information, is subject to the same level of protection of personal information as required from us.

5. Your rights to access and correction of your personal information:

You have the right to access the personal information we hold about you. You also have the right to ask us to update, correct or delete your personal information. We will take all reasonable steps to confirm your identity before providing details of your personal information or making changes to your personal information.

You can contact us at the numbers or addresses listed below and request the information you would like:

Information Officer: J. Bauermeister / L. Wippenaar

Telephone number: 053 723 1381

Address: 27 Soetdoring street KATHU

Postal: 8446

Email address: hoof@banaed.co.za / admin@banaecd.co.za