



# CENTURION CHRISTIAN SCHOOL

Emis No 212285 - NPO Reg. No 043-124-NPO

*Quality Christian Education since 1997*

Contact: 012 6567004 info@ccschool.co.za www.ccschool.co.za  
Witpensstekelstert Street, Celtisdal, Centurion

Let your light shine

## **CENTURION CHRISTIAN SCHOOL - Privacy Notice**

### **Introduction:**

Centurion Christian School holds the personal and special personal information of current and prospective students and parents. Every care is taken to protect personal data and to avoid a data protection breach. In the event of data being lost or shared inappropriately, it is vital that appropriate action is taken to minimise any associated risk as soon as possible. This procedure applies to all personal and sensitive data held by Centurion Christian School and all school staff and committee members, volunteers, relief staff and contractors.

Your privacy is critically important to us we are committed to handling your personal information with the utmost respect and care. By closely following the guidelines and standards of the POPI Act we not only comply with the law but also ensure that your data is secure and safe.

If you have questions about deleting or correcting your personal data please contact our administrative office.

It is CENTURION CHRISTIAN SCHOOL's policy to respect your privacy regarding any information we may collect while operating our websites.

We reserve the right to update this notice.

### **Who we are:**

Centurion Christian School is an Independent Educational Institution based on Christian values and principles. We are registered with the Gauteng Department of Education and as a Non-Profit Organization.

### **The type of personal information we collect:**

We currently collect and process the following information, including but not limited to:

- Student Surname
- Student First Name
- Student Nick Name/Preferred Name
- Student Home Address
- Student Postal Address
- Student Home Telephone Number
- Student E-mail Address
- Student Age
- Student Cell Phone Number
- Student Race
- Student Who student resides with
- Student Home Language
- Student Gender
- Student Birth Date



ABSA Bank  
Centurion Christian School  
Acc No: 3490167365  
Branch Code: 632 005



- Student ID Number
- Student Citizenship
- Student Nationality
- Student Most Recent School Name
- Student Most Recent School Date Left
- Student Most Recent Grade Left
- Student Most Recent Reason Left
- Student Most Recent School Address
- Student Previous School Name
- Student Previous School Address
- Student Previous School Telephone Number
- Student Previous School Grades
- Student Previous School From Date
- Student Previous School To Date
- Student Previous School Reason Left
- Student Last Grade Past
- Student Grade Failed
- Student Previous School Yearly Fees
- Student Previous School Fees paid to date
- Student Previous School Fees Outstanding
- Student Grade Failed - Grade
- Student Sporting activities
- Student Hobbies and interests
- Student Musical talents
- Student Learning Barriers
- Student Special Needs of Child
- Father Name and Surname
- Father Preferred Name
- Father Title
- Father ID Number
- Father Home Address
- Father Postal Address
- Father Home Telephone Number
- Father Work Telephone Number
- Father Cell Number
- Father Occupation
- Father Current Employment
- Father e-mail Address
- Father Nature of Relationship with Student
- Mother Name and Surname
- Mother Preferred Name
- Mother ID Number
- Mother Title
- Mother Home Address
- Mother Postal Address
- Mother Home Telephone Number
- Mother Work Telephone Number
- Mother Cell Number
- Mother Occupation

- Mother Current Employment
- Mother e-mail Address
- Mother Nature of Relationship to the Student
- Parents Marital Status
- Parents Legal constraints in divorce
- Position of child in family
- Sibling Names
- Sibling Date of Birth
- Sibling Gender
- Next of Kin Name
- Next of Kin Tel Number
- Next of Kin Address
- Parent How long have you been saved
- Parent Denomination
- Parent Congregation
- Parent Name of Pastor
- Parent Pastor Telephone Number
- Parent Church Activities
- Parent Church Membership period
- Parent Frequency of Church Attendance
- Parent Involvement in church
- Parent Why consider Christian School
- Financial Info Person Name
- Financial Info Tel Number
- Financial Info Cell Number
- Parent Bank Name
- Parent Bank Branch Name
- Parent Bank Branch Number
- Parent Bank Account Number
- Parent Bank Account Type
- Student Family Doctor
- Student Family Doctor Telephone Number
- Student Medical Aid Name
- Student Medical Aid Number
- Student Medical Aid Main Member
- Student Medical Aid Contact Number
- Student Vaccinations
- Student Blood Type
- Student Chronic Medication
- Student Severe Allergic Reactions
- Student Diabetic
- Student Asthma
- Student Food Allergy
- Student Past Medical History
- Student Emergency Contact Numbers
- Student Marketing Consent

### How we get the personal information and what we use it for:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Contractual obligations;
- Payment collection purposes;
- Marketing Purposes;
- Educational Services
- Extra Mural Activities
- Outreach Purposes
- Fulfilling Legal Obligations
- Support teaching and learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Assess how well the school is doing

We also receive personal information indirectly, from the following sources in the following scenarios:

- Marketing related purposes
- Previous school students attended
- The Provincial Education Department
- AEE Head Office

We may share this information with:

- Banking Institutions;
- SARS- verification purposes;
- Auditors;
- Suppliers;
- Accelerated Education Enterprises
- Department of Basic Education
- IT Contractors
- Financial Support Contractors
- Credit Bureau
- Any Law Enforcement Agency
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### When will we process your personal information:

In terms of Section 11 of the Protection of Personal Information Act (POPI), the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
- The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
- The processing complies with an **obligation** imposed by law on the business;
- The processing protects a **legitimate** interest of the data subject;
- The processing is necessary for the proper performance of a **public law** duty by the business;

Or

- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

### **How we store your personal information:**

Your information is securely stored: on our system and at our premises. We keep your information according to our data retention policy. We will then dispose your information according to our data destruction policy.

### **Your data protection rights:**

- You are entitled to access your personal data by sending a written request to [data@ccschool.co.za](mailto:data@ccschool.co.za). We may charge you a fee for this service.
- You may also request us to correct or supplement any of your personal data which we will undertake as soon as practicable.
- Request the destruction of your personal data. We will consider your request in light of any other laws or regulations prohibiting us from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [data@ccschool.co.za](mailto:data@ccschool.co.za) if you wish to make a request.

### **Contact details:**

Name: Centurion Christian School

Address: Witpensstekelstert Street, Celtisdal, Centurion, 0157

Phone Number: 012 656 7004

E-mail: [data@ccschool.co.za](mailto:data@ccschool.co.za)

### **How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at [data@ccschool.co.za](mailto:data@ccschool.co.za)

Should you believe that Centurion Christian School has utilised your personal information contrary to Applicable Laws, you undertake to first attempt to resolve any concerns with Centurion Christian School. If you are not satisfied with such process, you have the right to lodge a complaint with the Information Regulator, using the contact details listed below.

### **The Information Regulator (South Africa)**

JD House, 27 Stiemens Street,

Braamfontein, Johannesburg, 2001

P.O Box 31533

Braamfontein, Johannesburg, 2017

**POPIA Complaints email:** [POPIAcomplaints.IR@justice.gov.za](mailto:POPIAcomplaints.IR@justice.gov.za)

**PAIA Complaints email:** [PAIAcomplaints.IR@justice.gov.za](mailto:PAIAcomplaints.IR@justice.gov.za)