



POPIA PRIVACY NOTICE

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1. INTRODUCTION

This privacy notice has been adopted as part of the Personal Information Protection Compliance Framework of the Oprah Winfrey Leadership Academy for Girls (“The Academy” / “OWLAG” / “we” / “us”), in terms of the Protection of Personal Information Act 4 of 2013 (“POPIA”).

During your interactions with the Academy, the Academy may need to process some information about you, which may constitute personal information in terms of POPIA, which may include collection, accessing it, storing it, merging it with other information, deleting or destruction it, and possibly sharing it with third parties.

In terms of section 18 of the POPI Act, the Academy is required to bring to your attention certain matters relating to your personal information, which are set out in this notice document.

By interacting with the Academy and providing your personal information to us, you acknowledge that you have read and understood this notice and have agreed to the contents hereof. You furthermore authorize the Academy to take any of the actions described herein insofar as your personal information, or that of your child, is concerned.

2. WHAT POPIA REQUIRES OF THE ACADEMY

This privacy notice constitutes the Academy’s commitment to uphold the following conditions when working with your Personal Information:

2.1. Accountability

The Academy is committed to fulfilling its requirements in respect of implementing POPIA at the Academy. This includes:

- 2.1.1. Encouraging compliance within the Academy.
- 2.1.2. Handling information requests.
- 2.1.3. Co-operating with the Information Regulator if there is an investigation or query.
- 2.1.4. Taking such other measures as may be prescribed by regulation.

2.2. Limitations on processing

This condition is aimed at ensuring that processing of Personal Information is as limited as possible, with reference to the purpose for which it is processed. It requires that:

- 2.2.1. Processing must be done in a lawful manner (i.e. comply with POPIA or other applicable laws) and in a reasonable manner, which does not unreasonably infringe on the Data Subject’s privacy.

- 2.2.2. The extent of the Personal Information that is processed must be limited to such information as is relevant, adequate and not excessive in relation to the reason for processing the information.
- 2.2.3. Personal Information may be processed if necessary in order to provide a service to a Data Subject, or if they consent to its processing. The Data Subject may withdraw this consent, but it may then become impossible to provide them with services.
- 2.2.4. Lastly, as far as reasonably possible, Personal Information must be collected directly from the Data Subject to whom it pertains and not from third parties, although this is subject to other applicable laws (e.g. FICA), which may require verification with third parties.

2.3. Reasons for processing

This condition relates to the purpose for which personal information is being processed. In most cases, a Responsible Party must explain to the Data Subject, what their reason is for needing the information and reason for its use.

2.4. Quality of information

A Responsible Party is required to take “reasonably practicable” steps to ensure that the information it processes is complete, accurate, not misleading and updated where necessary, with reference to the purpose for which the information is being processed. In other words, reasonable systems must be put in place to make it as simple and easy as possible to keep information accurate and up to date.

2.5. Notices and communication

This condition relates to communication and notifications to Data Subjects, which helps them to understand what their information is being used for and how to exercise their rights in respect of their information. That is the purpose of this privacy notice.

2.6. Security

A Responsible Party is required to take “appropriate, reasonable technical and organisational measures” to prevent loss, damage, unauthorized destruction and unauthorized access to or processing of personal information.

Where a Responsible Party allows information to be processed by an Operator in its behalf, it is required to have a written contract with such Operator, wherein the Operator agrees to comply with the same security requirements as the Responsible Party.

In the event of a suspected data breach, a Responsible Party is required to notify the Information Regulator, as well as Affected Data Subjects.

2.7. Participation

This condition relates to a Data Subject's rights to access Personal Information about them and to request corrections, deletion or destruction thereof. The manner in which information may be requested is regulated by the PAIA.

3. PROCESSING OF PERSONAL INFORMATION AT THE ACADEMY

3.1. What kind of information do we collect?

The Academy processes various types of information relating to various Data Subjects, which will differ depending on your relationship with the Academy. Refer to **Schedule 1** of this notice for a breakdown of the Personal Information commonly processed by the Academy.

3.2. When do we collect your information?

We collect information from you when you apply for enrolment on our website, fill in application forms, forms, fill out a form or enter information on our website. We collect electronically or manually personal information through:

- 3.2.1. Official Digital Channels
- 3.2.2. Electronic meeting platforms
- 3.2.3. Oral Interviews
- 3.2.4. Recording devices
- 3.2.5. Manual forms
- 3.2.6. Social media channels
- 3.2.7. Information and Communication Technology System and devices
- 3.2.8. E-mails; and
- 3.2.9. Campus visits

These records are kept in physical format and secured physically. Such information is also captured digitally and stored on our digital infrastructure in accordance with the provisions of our IT security policies.

3.3. How do we use your personal information and consequences for not providing it?

The proper functioning of the Academy as an independent and full boarding school requires the Academy to process certain personal information. This could be for any of the following reasons:

- 3.3.1. To provide the educational services, extra-mural activities, accommodation, functions and events, sports and related services forming part of the ordinary course of the operations of an independent school.
- 3.3.2. To provide employment to employees pre, during and post-employment and to interact with them in the context of the employment relationship.
- 3.3.3. To engage with parents of learners currently enrolled at the Academy, with prospective parents and their children, or with past students, in the context of the operations of the school.
- 3.3.4. To personalise your experience on our site and to allow us to deliver the type of content and product offerings in which you are most interested.
- 3.3.5. Perform statistical analyses to measure performance.
- 3.3.6. To improve our technological platforms to better serve.
- 3.3.7. To allow us to better respond to service requests from our Founder, investors, customers and employees.
- 3.3.8. To administer contests, promotions, surveys and website features.
- 3.3.9. To send periodic emails to our clients, employees and partners.
- 3.3.10. To market the Academy to schools, community organisations and to prospective parents and learners.
- 3.3.11. To procure services and manage relationships with service providers.
- 3.3.12. To provide legally required academic and statistical information to Government organizations and other relevant oversight bodies.
- 3.3.13. Any other reason, which is integral to proper functioning of the Academy as an independent school.

Should the requested Personal Information not be provided, the Academy may not be able to properly fulfil the above-mentioned functions, which may result in the relevant

interaction being interrupted, or the Academy not engaging in such interaction at all, in the sole discretion of the Academy. OWLAG will not accept responsibility for any such interruptions if Personal Information was requested and was not provided.

3.4. Where may we obtain your information from?

In most cases, the Academy will request your personal information directly from you. However, in some cases we may need to obtain it from third parties, with your authorization. Alternatively if the nature of our interaction with you reasonably requires us to do so.

If we process your personal information on behalf of a third party – for example where your spouse, parent or vested institutions have provided us with such information – then we do so on their express authorisation and on the understanding that they have obtained your consent, or that they have the legal authority to provide us with your Personal Information. The Academy may also be legally required to independently verify some of the information provided to it in terms of applicable anti-terrorism and anti-money laundering legislation (including, but not limited to, the Financial Intelligence Centre Act 38 of 2001, as amended), which may include us accessing government or public directories in order to obtain certain personal information about you.

In some cases, especially if you are an organisation, we may need to obtain personal information relating to third parties (such as your office bearers or employees) from you. You hereby warrant that you have the express and informed consent of such third parties to provide us with any such information and indemnify us against any liability to such third parties, or any other party, because of a lack of such authorization.

If you are a parent or legal guardian of a learner who is younger than 18, you hereby consent to our processing the Personal Information of your child for the reasons set out above.

If you are a learner whose parents previously consented to processing of your Personal Information by the Academy and you have subsequently turned 18, you hereby confirm that your parents' previous consent remains valid, unless you specifically withdraw your consent. Where we need to process information classified as "special" personal information (e.g. medical information or information relating to children) for any of the reasons specified

above, you hereby consent to processing of such special personal information by the Academy.

Note that if your child applies to enrol at the school and has previously been a learner at another school, the Academy may obtain any personal information relevant to their time at their previous school, including, but not limited to their academic and disciplinary record, from the previous school.

3.5. Sharing of your information with third parties

The Academy may need to share your Personal Information with third parties. In general, this is limited to transmitting or storing such information through, or on, electronic communication and storage infrastructure administered by third party service providers, which is subject to reasonable security safeguards. However, depending on the nature of the Academy's interaction with you, we may need to share some of your Personal Information with other third parties. For example, all schools are legally required to submit information about their learners, exam results and similar information to Government for statistical purposes.

Also note that, in the event of a transfer to another school, we may share a learner's personal information, including, but not limited to, their academic and disciplinary record, with the new school on request of such school.

The Academy may share a learner's personal information relating to their sports, academic or other notable achievements within OWLAG's community. This is done through publication in various newsletters, intranet and any other internal platform, and we do not require additional consent to do so, unless a learner or their parents may at any time request otherwise.

The Academy periodically receives requests from prospective employers of the alumni for some of their school records. Where such records are still available, the Academy may share such information with such prospective employers, with your permission. We will contact you in the event of receiving such a request.

3.6. Information leaving the country

The Academy may need to transmit your Personal Information to a location outside of the country, where third parties may process it. This may, happen when, for example,

- i. We are communicating with you while you are not in the country.
- ii. Our backup infrastructure is located in, or administered from another country.
- iii. With your permission, we share learner's information with the Founder and the Oprah Winfrey Leadership Academy Foundation ("OWLAF") during the scholarship and when the learner matriculates.

In such cases, the transmission and processing of such information is subject to the provisions of s72 of POPIA. This means that the third party to which we may transmit your information will be subject similar laws, or a have contract with us, or corporate binding rules, which requires them to employ the same reasonable safeguards in respect of your Personal Information that we are required to comply with in terms of POPIA.

3.7. Retention of your personal information

We will retain your personal information only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your information to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies. Please refer to **Schedule 2** of this policy for instances where specific retention periods apply.

Please note that, as a school with a rich history and culture, we do retain Personal Information relating to important or historical school events, including significant sporting, cultural, academic and other achievements of our students, for an indefinite period, for historical and archival purposes, subject to Data Subjects' rights to ask us to destruct any Personal Information relating to them.

3.8. Security of your information

As required by s19 of POPIA, the confidentiality and integrity of any Personal Information processed by us is subject to reasonable technical and organisational safeguards to prevent loss, damage, destruction or unauthorised access, having due regard to generally accepted information security practices and procedures. Should any data breach be suspected or occur, we will notify you and the Information Regulator will be notified accordingly.

We are not liable to you, or any other person, for any harm, loss, damage, destruction or unauthorized access that may occur despite our implementation of such reasonable safeguards.

3.9. Do we use cookies?

Yes. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information. For instance, we use cookies to help us remember and understand your preferences based on previous or current website activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser (like Chrome or Internet Explorer) settings. Each browser is a little different, so look at your browser's Help menu to learn the correct way to modify your cookies.

If you disable cookies, some features will be disabled which may turn off some of the features that make your site experience more efficient and some of our services will not function properly.

3.10. Your rights

In terms of Sections 23 and 24 of POPIA, you have the right to:

3.10.1. Access any information retained by us.

3.10.2. To request us to correct, any personal information retained by us.

This is subject to certain provisions. Please refer to the Academy's **PAIA Manual**, for more information on the process to follow in this regard.

4. INFORMATION OFFICER AND INFORMATION REGULATIOR CONTACT INFORMATION

The Academy has appointed an Information Officer and two Deputy Information Officers in terms of s56 of POPIA, read with s17 of PAIA. The Information Officer should be the first point of contact for any queries regarding this framework or any of the policies contained herein. The Information Officer's details are as follows:

Ms Gugu Ndebele

Tel: (016) 366 9008

Email: informationoffice@owlag.co.za

The Information Regulator

You can contact The Information Regulator's office for any queries regarding POPIA. You can also contact them to lodge formal documentation. According to the Information Regulator's website, their contact details are as follows (this may change and you are advised to find their most up to date details on their website at www.justice.gov.za/inforeg/)

Information Regulator Address

JD House, 27 Stiemens House

Braamfontein, Johannesburg 2001

Should you feel that your personal information has been violated, you may use this e-mail address **(POPIAComplaints@inforegulator.org.za)** to lodge a complaint to the office of the Information Regulator.

Should your PAIA request be denied or there is no response for access to records you may use this email address **(PAIAComplaints@inforegulator.org.za)** to lodge a complaint.

SCHEDULE 1 – TYPES OF PERSONAL INFORMATION PROCESSED BY THE ACADEMY

Information type	Why we process it
Identifying and age information, e.g. name, surname, ID number	To identify the data subjects that we interact with or, in some cases, to contact persons related to them (such as next of kin) in the case of an emergency.
Contact information, e.g. telephone numbers, email addresses, etc.	To contact the data subject (or in some cases their next of kin), if necessary; to make the certain employees' or officers' contact information available to students, parents and visitors as part of the proper functioning of the school;
Educational, behavioural and health information	To perform the services of a school; to report legally required information to the Department of Education and other regulatory bodies; to provide healthcare benefits to our employees; to have relevant health related information available in the event of an emergency for the benefit of first responders;
Information relating to gender, nationality and ethnicity of employees	To report legally required statistics to the Department of Labour.
Financial information relating to our employees, parents or service providers	To provide employment-related benefits or remuneration to our employees; or to screen potential employees; or to process learners' pocket money; or to pay service providers.
Criminal and financial history of potential employees and service providers	To screen potential employees and services providers before hiring them.
Financial history of parents of potential and existing learners	To screen potential parents, caregivers and/or guardians before confirming the scholarship.
Images video footage and audio clips	To secure our premises, to provide content-rich feedback to the school community on school activities.

SCHEDULE 2 – SPECIFIC RETENTION PERIODS IN RESPECT OF CERTAIN INFORMATION

Information type	Retention period The retention dates below will be confirmed in future updates
Information relating to prospective employees	From application date, to the date that a decision is made to hire or not and up to 1 year thereafter. Unsolicited CV's may be deleted or destroyed immediately upon delivery.
Employee records	For duration of employment and up to a maximum of 5 years thereafter.
Parent information	For the duration of the scholarship contract and up to a maximum of 5 years thereafter.
Service provider information	For the duration of our contract and up to a maximum of 5 years thereafter.
Information about students	For the duration of their school career and up to 5 years thereafter. Historically significant or achievement-related information may be archived for indefinite periods, for historical purposes. Academic information is stored by Government and the School has no obligation to keep such information indefinitely.
Financial records	As long as required in terms of relevant Legislation, as advised by our accountants or Legal counsel.
Information that we retain for school marketing or statistical purposes may be retained indefinitely, if you have authorised us to use the information for marketing purposes or, in the case of use for statistical purposes, that the information has been anonymized.	

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