

# THE YARD – PREPARATORY ACADEMY

PO Box 76317 Lynnwood Ridge, 0040 Tel: 012 361 5337 Email: admin@typa.co.za



Dear Parents

## Consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA)

Consent to use personal information of the PARENT / GUARDIAN / LEARNER

- By signing this POPIA consent form, you, the PARENT / GUARDIAN, hereby voluntarily authorise The Yard Preparatory Academy to process your personal information, including that of the LEARNER. This may include the following...
  - Names and Surnames, Physical and Postal addresses, Email addresses and Telephone numbers and any other information you provide to the school to process your application.
- POPIA processing includes the receipt, recording, organizing, collation, storage, updating / modification, retrieval, alteration, use, transmission, distribution or making available in any other form, or erasure or destruction of information.
- In terms of POPI, parents / guardians and learners whose personal information is being processed, will be referred to as 'data subjects'
- This consent is effective immediately and will remain effective until one of the conditions stated under paragraph 8 of the Policy on the Protection of Personal Information has been met.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.
- In addition, you hereby take note that The Yard Preparatory Academy collects and processes personal information pertaining to the proper functioning, management, and governance of the school, as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- The type of information will depend on the purpose for which it is collected and will be processed for that purpose only.
- In terms of section 11 of POPI, personal information may only be processed in the following circumstances:
  - If the data subject, or a competent person where the data subject is a child, consents to the processing.
  - If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
  - If processing complies with an obligation imposed by law on the school.
  - If processing protects a legitimate interest of the data subject.
  - If processing is necessary for the performance of a public law duty.
  - If processing is necessary for pursuing the legitimate interests of the school.

Your rights in terms of this consent:

- The right to know what information is being processed, how it is being used, and when the school will disclose it.
- The right to correct your details. Should any of your details change, please notify the school.
- The right to revoke consent and should be in writing and addressed to the information officer of the school.
  - Revoked consent does affect any past or existing use of your information

By agreeing to the terms of this form, you, the PARENT / GUARDIAN expressly consent to the processing of their information for marketing purposes. Permission to receive marketing materials, relevant to The Yard, in the form of SMS's WhatsApp messages, emails etc... from the school.

By agreeing to the terms of this form, you, the PARENT / GUARDIAN also expressly consent to the use of photographic / videography material related to the school or school activities that may include LEARNERS to be used on our web site and / or social media pages as promotional material of the school and to also expressly consent to be given permission to be added on The Yard's WhatsApp groups for Parents / Guardians and The Yard's d6 Connect App solely related to The Yard activities, including relevant class groups administrated by The Yard Staff.

### Response:

I agree

Learner's name and surname

Learner's grade

Parent / Guardian name

Physical Address

City

Postal  
code

Cellphone number

Signature of parent / guardian

Date

/ /