



PROTECTION OF PERSONAL INFORMATION

I/ We the undersigned

_____ and _____
(Please print your names clearly)

Being the parents/ legal guardians of

(Please print your child/ children's names clearly)

- 1.1 Unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:
- 1.1.1. Collect and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts owing in school fees;
- 1.1.2 Collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for school related purposes to the extent required for the purpose of managing relationships between the school, parents/guardians, and current learners as well as providing references and communicating with the body of formal learners;
- 1.1.3 Include photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your child's activities, achievements or successes;
- 1.1.4 Supply information and a reference in respect of your child to any educational institution which you propose your child may attend. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the school cannot be liable for any loss you or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
- 1.2 The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

Signed at **Port Elizabeth** this _____ day of _____ 20____.

Father/Guardian _____

Mother/Guardian _____