

POPI ACT Explained

Protection of Personal Information (POPI)

This Act is enforced by the Information Regulator of South Africa and keeps personal information safe:

- Name and ID number
- Phone number and address
- Photos and school records

Schools cannot share learner's information without permission

Example: sharing photo's or phone numbers on social media without permission, is not allowed.

- Even if parents or guardians give consent, the school must still obtain personal consent from the learner.
- If learners do not want their information shared, the school is not allowed to share it.
- This includes the sharing or publishing of results and achievements.

Prepared for download to the public via
www.sadonte.co.za/Resources

Understand personal information
contact info, ID numbers, photos, exam results, health records and e-mails

Obtain consent

Ensure written permission from parent/guardian is obtained before sharing information externally and respect learner preferences if they object

Secure storage and access control

Limit access only to staff who need it

Publishing and communication

Avoid sharing names, photo's, or results publicly without consent
Use anonymised data when posting achievements, results or newsletters

Breach reporting and accountability

Report suspected or confirmed breaches to the Principal or Data Protection Officer immediately. Serious breaches should be reported to the Information Regulator

REPORT SUSPECTED POPI ACT BREACH TO THE INFORMATION REGULATOR OF SA: