

FORM OF CONSENT IN TERMS OF THE ACT OF PROTECTION OF PERSONAL INFORMATION

INTRODUCTION

Emberton Preschool (Pty) Ltd (website url address: <https://embertonpreschool.co.za/>) appreciates your business and trust. We are a Hillcrest, KZN, based preschool, committed to continuously developing new and innovative programs so that every child has access to the most current and relevant curriculum available. Please read this Privacy Policy, providing consent in order to have permission to use our services.

DATA COLLECTED

DATA STORAGE LOCATION

We are a Hillcrest based preschool and operate web servers hosted in South Africa. Our hosting provider Xneelo adheres to the SA "Privacy Shield", ensuring that your data is securely stored and GDPR compliant. For more information on Xneelo privacy policy, please see here: <https://xneelo.co.za/legal/privacy-policy/>

REGISTRATION DATA

If you register on our website, we store your chosen username and your email address and any additional personal information added to your user profile. You can see and access your personal information at any time (by login with your username and password). Website administrators can also see and edit this information.

COMMENTS

When you leave comments on the website, we collect the data shown in the comments form, and also the IP address and browser user agent string to help spam detection.

CONTACT FORM

Information submitted through the contact form on our site is sent to our company email, hosted by Xneelo. Xneelo adheres to the SA "Privacy Shield" policy and you can find more information about this here: <https://xneelo.co.za/legal/privacy-policy/>

These submissions are only kept for customer service purposes they are never used for marketing purposes or shared with third parties.

GOOGLE ANALYTICS

We use Google Analytics on our site for anonymous reporting of site usage. So, no personalized data is stored. If you would like to opt-out of Google Analytics monitoring your behavior on our website please use this link: [Google Analytics Opt-out](#).

CASES FOR USING THE PERSONAL DATA

We use your personal information in the following cases:

- Verification/identification of the user during website usage;
- Providing Technical Assistance;
- Sending updates to our users with important information to inform about news/changes;
- Checking the accounts' activity in order to prevent fraudulent transactions and ensure the security over our customers' personal information;
- Customize the website to make your experience more personal and engaging;
- Guarantee overall performance and administrative functions run smoothly.

EMBEDDED CONTENT

Pages on this site may include embedded content, like YouTube videos, for example. Embedded content from other websites behaves in the exact same way as if you visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged-in to that website. Below you can find a list of the services we use:

FACEBOOK

The Facebook page plugin is used to display our Facebook timeline on our site. Facebook has its own cookie and privacy policies over which we have no control. There is no installation of cookies from Facebook and your IP is not sent to a Facebook server until you consent to it. See their privacy policy here: [Facebook Privacy Policy](#) .

YOUTUBE

We use YouTube videos embedded on our site. YouTube has its own cookie and privacy policies over which we have no control. There is no installation of cookies from YouTube and your IP is not sent to a YouTube server until you consent to it. See their privacy policy here: [YouTube Privacy Policy](#).

CONSENT CHOICE

We provide you with the choice to accept this or not, we prompt consent boxes for all embedded content, and no data is transferred before you consented to it.

The checkboxes below show you all embeds you have consented to so far. You can opt-out any time by un-checking them and clicking the update button.

- YouTube
- Facebook

COOKIES

This site uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymized tracking data to third party applications like Google Analytics. Cookies generally exist to make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the help section of your browser.

NECESSARY COOKIES (ALL SITE VISITORS)

- **PHPSESSID:** To identify your unique session on the website.

NECESSARY COOKIES (ADDITIONAL FOR LOGGED IN CUSTOMERS)

- **wp-auth:** Used by WordPress to authenticate logged-in visitors, password authentication and user verification.
- **wordpress_logged_in_{hash}:** Used by WordPress to authenticate logged-in visitors, password authentication and user verification.
- **wordpress_test_cookie** Used by WordPress to ensure cookies are working correctly.
- **wp-settings-[UID]:** WordPress sets a few wp-settings-[UID] cookies. The number on the end is your individual user ID from the user's database table. This is used to customize your view of admin interface, and possibly also the main site interface.
- **wp-settings-[UID]:** WordPress also sets a few wp-settings-{time}-[UID] cookies. The number on the end is your individual user ID from the user's database table. This is used to customize your view of admin interface, and possibly also the main site interface.

WHO HAS ACCESS TO YOUR DATA?

If you are not a registered client for our site, there is no personal information we can retain or view regarding yourself.

If you are a client with a registered account, your personal information can be accessed by:

- Our system administrators.
- Our supporters when they (in order to provide support) need to get the information about the client accounts and access.

THIRD PARTY ACCESS TO YOUR DATA

We don't share your data with third-parties in a way as to reveal any of your personal information like email, name, etc. The only exceptions to that rule are for partners we have to share limited data with in order to provide the services you expect from us.

HOW LONG WE RETAIN YOUR DATA

When you submit a support ticket or a comment, its metadata is retained until (if) you tell us to remove it. We use this data so that we can recognize you and approve your comments automatically instead of holding them for moderation.

If you register on our website, we also store the personal information you provide in your user profile. You can see, edit, or delete your personal information at any time (except changing your username). Website administrators can also see and edit that information.

SECURITY MEASURES

We use the SSL/HTTPS protocol throughout our site. This encrypts our user communications with the servers so that personal identifiable information is not captured/hijacked by third parties without authorization.

In case of a data breach, system administrators will immediately take all needed steps to ensure system integrity, will contact affected users and will attempt to reset passwords if needed.

YOUR DATA RIGHTS

GENERAL RIGHTS

If you have a registered account on this website or have left comments, you can request an exported file of the personal data we retain, including any additional data you have provided to us.

You can also request that we erase any of the personal data we have stored. This does not include any data we are obliged to keep for administrative, legal, or security purposes. In short, we cannot erase data that is vital to you being an active customer (i.e. basic account information like an email address).

If you wish that all of your data is erased, we will no longer be able to offer any support or other product-related services to you.

POPI RIGHTS

Your privacy is critically important to us. Going forward with the POPI Act we aim to support the POPI Act standard. Emberton Preschool permits residents of South Africa to use its Service. Therefore, it is the intent of Emberton Preschool to comply with the South African Protection of Personal Information Act 4 of 2013 Regulation. For more details please see here: Protection of Personal Information Act 4 of 2013.

THIRD PARTY WEBSITES

Emberton Preschool may post links to third party websites on this website. These third-party websites are not screened for privacy or security compliance by Emberton Preschool, and you release us from any liability for the conduct of these third-party websites.

All social media sharing links, either displayed as text links or social media icons do not connect you to any of the associated third parties, unless you explicitly click on them.

Please be aware that this Privacy Policy, and any other policies in place, in addition to any amendments, does not create rights enforceable by third parties or require disclosure of any personal information relating to members of the Service or Site. Emberton Preschool bears no responsibility for the information collected or used by any advertiser or third-party website. Please review the privacy policy and terms of service for each site you visit through third party links.

RELEASE OF YOUR DATA FOR LEGAL PURPOSES

At times it may become necessary or desirable to Emberton Preschool, for legal purposes, to release your information in response to a request from a government agency or a private litigant. You agree that we may disclose your information to a third party where we believe, in good faith, that it is desirable to do so for the purposes of a civil action, criminal investigation, or other legal matter. In the event that we receive a subpoena affecting your privacy, we may elect to notify you to give you an opportunity to file a motion to quash the subpoena, or we may attempt to quash it ourselves, but we are not obligated to do either. We may also proactively report you, and release your information to, third parties where we believe that it is prudent to do so for legal reasons, such as our belief that you have engaged in fraudulent activities. You release us from any damages that may arise from or relate to the release of your information to a request from law enforcement agencies or private litigants.

Any passing on of personal data for legal purposes will only be done in compliance with laws of the country you reside in.

PERMISSION TO USE PERSONAL INFORMATION

- By agreeing to the terms of these information forms, you _____ (Full Names), hereby authorize Emberton Preschool to voluntarily process your personal information as well as that of the child _____ (Full Names), (including the names, street address, telephone/cell numbers and any other information you provide to the school.
- Processing includes receiving, recording, organizing, sorting, updating or modifying, retrieving, consulting and using; the distribution by way of transmission, issuance or making available in any other form, or the merger, lineage as well as restrictions, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain in effect until one of the conditions under paragraph 8 of the Act on Protection of Personal Information is complied with.
- The personal information may only be processed if it is sufficient, relevant and within limits in light of the purpose for which it is processed, and if processing takes place in accordance with the relevant provisions of POPI. The purpose of the processing of information must work together with any activity of the school.

INITIAL PAGE: _____

- In addition, you hereby acknowledge that Emberton Preschool collects and processes personal information regarding the proper functioning, management and governance of the school, as prescribed by 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 also be processed for the purpose only.
- In terms of section 11 of POPI, personal information can only be processed in the following circumstances:
 - ⇒ If the data subject, or a competent person in the case of the data subject is a child, consents to processing
 - ⇒ If processing is necessary for the execution of acts with a view to concluding or fulfilling a contract in which the data subject is a party.
 - ⇒ If processing complies with a duty imposed on the school by law.
 - ⇒ If processing protects a legitimate interest of the data subject.
 - ⇒ If processing is necessary for the purpose of a public legal duty.
 - ⇒ If processing is necessary to act in the school's legitimate interest.

YOUR RIGHTS UNDER THIS CONSENT

You have the following rights:

- The right to know what information is held, how it is used and when the school will release it. All of the aforementioned information is contained in our Policy of the Protection of Personal Information and our Privacy Policy, which are available and accessible at the school office or on our website.
- The right to correct your details. The school will try to keep information up to date. However, if any of your details change, please let us know so that our records can be accurate as possible.
- The right to withdraw your consent. You may withdraw the permission you give us under this form at any time. Your withdrawal must be made in writing and addressed to the Head of Schools. Consent previously given cannot subsequently be withdrawn and therefore will not affect any previous or existing use of your information.

PERMISSION TO RECEIVE MARKETING INFORMATION

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes, and you understand that by giving consent, your marketing materials in the form of text messages, e-mails and the like of the school can receive.

AMENDMENTS

We may amend this Privacy Policy from time to time. When we amend this Privacy Policy, we will update this page accordingly and require you to accept the amendments in order to be permitted to continue using our services.

Full signature of Father/Guardian:

Full signature of Mother/Guardian:

Full name in print of Father/Guardian:

Full name in print of Mother/Guardian:

Date

Date