

Ssir Online School CC - Protection of Personal Information (POPIA) Policy

1. Introduction

SSir Online School (“SSir”, “we”, “our”, or “us”) is committed to protecting the privacy and personal information of our learners, parents, guardians, staff members, contractors, and website visitors.

This policy explains how SSir Online School collects, stores, processes, uses, and protects personal information in accordance with the Protection of Personal Information Act, 4 of 2013 (“POPIA”).

SSir Online School recognises that much of the personal information it processes relates to children. Special care is therefore taken to protect the privacy and personal information of learners in accordance with POPIA and applicable educational legislation.

2. Information Officer

In accordance with POPIA, SSir Online School has appointed the following Information Officer:

Arnold Lamont

Information Officer
SSir Online School

Upper Level 4
Greenpark Estates
27 George Storrar Drive
Groenkloof
0181

Email: lamont@ssir.co.za
General Enquiries: info@ssir.co.za
Telephone: 012 943 5855

The Information Officer is responsible for ensuring compliance with POPIA and for addressing any concerns regarding personal information.

3. Personal Information We Collect

SSir Online School may collect and process the following personal information:

Learner Information

- Full names

Expanding students potential **ONLINE**

- Identity or passport numbers
- Date of birth
- Grade and subject selections
- Academic records and assessment results
- Assignment submissions
- Examination submissions
- Forum posts and discussion contributions
- Learning progress records
- Attendance records for online sessions where applicable
- Recorded lesson participation where applicable
- Photographs and video recordings used for educational purposes
- Login records and learning activity on our learning management systems

Parent or Guardian Information

- Full names
- Contact details
- Identity numbers where required
- Billing and payment information
- Emergency contact information

Staff and Contractor Information

- Employment information
- Qualifications
- Banking details
- Contact information
- Performance and contractual records

Website Information

- Website usage information
- IP addresses
- Browser information
- Information submitted through website forms

4. Purpose for Collecting Information

Personal information is collected only for legitimate educational and administrative purposes, including:

- Enrolling learners
- Delivering educational services
- Delivering online education through Moodle and related learning platforms
- Tracking learner progress and participation

- Marking assignments and assessments
- Maintaining examination records
- Providing feedback to learners, parents, and schools
- Administering assessments and examinations
- Communicating with learners and parents
- Maintaining academic records
- Providing technical support
- Processing payments
- Complying with legal and regulatory obligations
- Improving our educational services

5. Lawful Processing

SSir Online School processes personal information only when:

- Consent has been obtained where required;
- Processing is necessary to fulfil a contractual obligation;
- Processing is required by law;
- Processing is necessary to protect a legitimate interest of the learner, parent, school, or SSir Online School.

6. Disclosure of Information

SSir Online School does not sell personal information to third parties.

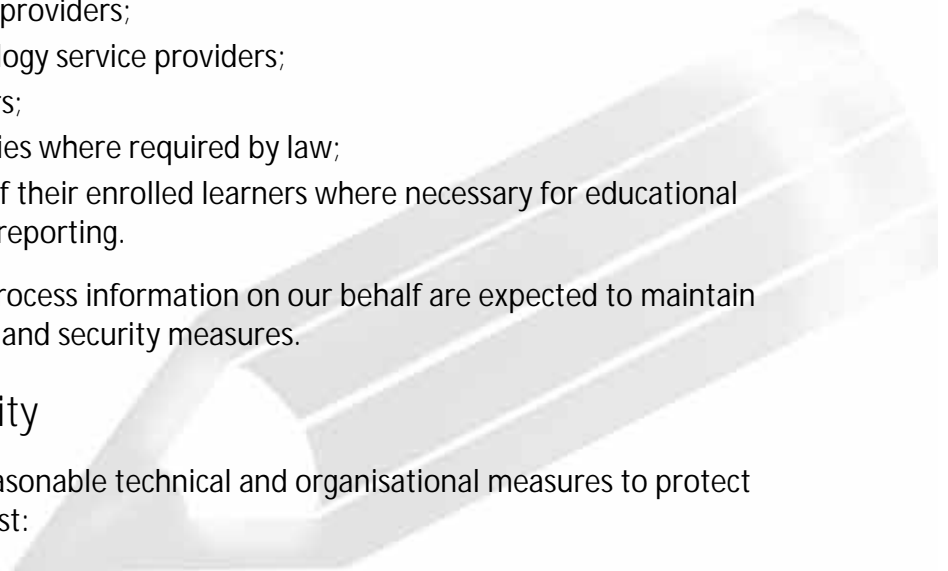
Information may be shared where necessary with:

- Examination and assessment bodies;
- Educational service providers;
- Information technology service providers;
- Professional advisers;
- Regulatory authorities where required by law;
- Schools in respect of their enrolled learners where necessary for educational administration and reporting.

All service providers who process information on our behalf are expected to maintain appropriate confidentiality and security measures.

7. Information Security

SSir Online School takes reasonable technical and organisational measures to protect personal information against:



- Unauthorised access;
- Accidental loss;
- Theft;
- Misuse;
- Disclosure;
- Alteration; and
- Destruction.

These measures include password protection, restricted access controls, secure hosting environments, encrypted communications where appropriate, and regular backups.

Learner information is primarily stored within SSir Online School's Moodle learning management system and related educational platforms. Access to learner information is restricted to authorised personnel who require access in order to perform their educational or administrative duties.

8. Educational Platforms and Lesson Recordings

SSir Online School delivers educational services through Moodle and other online learning technologies.

Learners may submit assignments, assessments, projects, forum contributions, examination responses, and other educational content through these platforms. Such information forms part of the learner's academic record and may be retained in accordance with this policy.

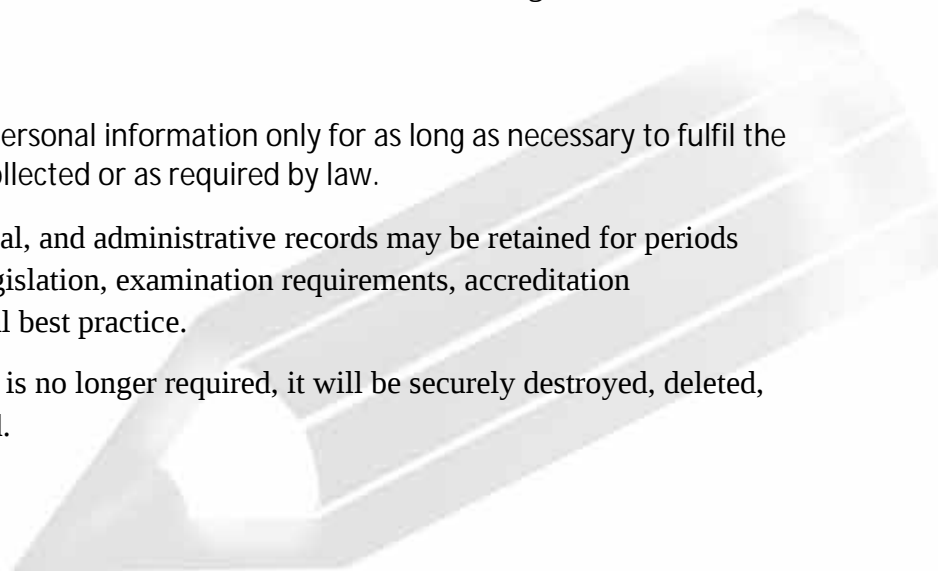
From time to time, online lessons, support sessions, webinars, or training sessions may be recorded for educational, quality assurance, moderation, or administrative purposes. Where practical, participants will be informed when a session is being recorded.

9. Data Retention

SSir Online School retains personal information only for as long as necessary to fulfil the purpose for which it was collected or as required by law.

Certain educational, financial, and administrative records may be retained for periods prescribed by applicable legislation, examination requirements, accreditation requirements, or educational best practice.

When personal information is no longer required, it will be securely destroyed, deleted, or permanently anonymised.



10. Rights of Data Subjects

Individuals whose personal information is processed by SSir Online School have the right to:

- Request access to their personal information;
- Request correction of inaccurate information;
- Request deletion of information where legally permissible;
- Object to certain forms of processing;
- Withdraw consent where processing is based on consent;
- Lodge a complaint with the Information Regulator.

Requests should be directed to the Information Officer using the contact details provided above.

11. Data Breaches

Should SSir Online School become aware of a security compromise involving personal information, we will take reasonable steps to investigate the incident and, where required by law, notify affected individuals and the Information Regulator.

12. Website Privacy

Our website may contain links to third-party websites. SSir Online School has no control over and accepts no responsibility for the privacy practices of such websites. Users are encouraged to review the privacy policies of any third-party websites they visit.

Our website may use cookies and similar technologies to improve functionality, security, and user experience.

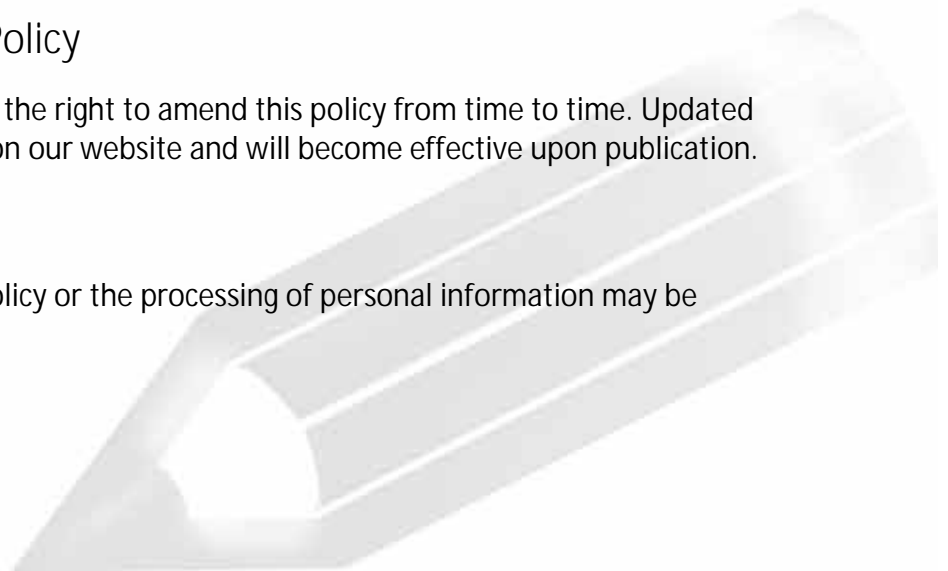
13. Changes to this Policy

SSir Online School reserves the right to amend this policy from time to time. Updated versions will be published on our website and will become effective upon publication.

14. Contact Details

Questions regarding this policy or the processing of personal information may be directed to:

Arnold Lamont
Information Officer
SSir Online School



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