



SECTION 18 NOTICE IN TERMS OF THE PROTECTION OF THE PERSONAL INFORMATION ACT 4 OF 2013

NOTIFICATION TO POTENTIAL EMPLOYEES OF ST MARY'S DIOCESAN SCHOOL FOR GIRLS, KLOOF NPC

St. Mary's Diocesan School for Girls, located at St Mary's Road, Kloof, 3630, is required to process your personal information, as an employee, for any or all of the following reasons:

- To consider your employment application, submitted in response to the School's advertisement calling for employment applications or otherwise submitted on your own free will;
- To contact you regarding the outcome of your employment application;
- Where such application is successful, to enter into contractual relationship with you, or an employment relationship and employment contract with you, in your capacity as a School employee;
- To ensure that the School manages you as its employee as the case may be, in line with its legal, operational and business objectives, strategies, and mandates and the applicable laws;
- To, where required, to contact your references as listed on your employment application to confirm any previous employment history;
- To conduct any further prescribed security clearance procedures in respect of yourself (where applicable);
- As a good governance practice;
- For statistical and research purposes.

The types of information that may be processed (dependant on the reason for processing) may include:

APPLICANT FOR EMPLOYMENT	
Name and Surname	Home Language
Maiden name (if applicable)	Details of disabilities (if applicable)
Image (if applicable)	Contact details
Identity number	E-mail address
Postal address	Race
Residential address	Biometric Information (if applicable)
Marital Status	Gender
Citizenship	Contact details of references
Previous employment details	Basic and Tertiary Qualifications

The above information **must** be provided by yourself to be considered for the advertised position. The provision of the aforementioned information is required in respect of legislative requirements (Administrative, Health and Safety & Labour Laws) and for the legitimate reasons as mentioned in this document and as set out in Section 11 of the Protection of Personal Information Act, 2013. Failure to do so, will automatically result in your application being unsuccessful.

RETENTION & SECURITY

The School is bound by legislative requirements and or good governance practices to obtain and / or retain the information for record keeping and or statistical purposes.

Your Personal Information will be destroyed and or deleted by the School as soon as any statutory periods for record retention has lapsed. Where legislation requires Personal Information to be kept in perpetuity, the School will do so in accordance with the Protection of Personal Information Act.

The School will always endeavour to ensure that the appropriate security measures are in place and / or implemented for both electronic and paper based formats used for processing of any personal information to avoid any security breaches.

Should any cross-border transfer of your personal information be required, the School undertakes to ensure that the recipient of such information is bound to safeguard your information in terms of the Protection of Personal Information Act 4 of 2013.

RECIPIENTS OF PERSONAL INFORMATION

Recipients of your Personal information may include, but not limited to:

- Board of Directors - NPC;
- Management of the School;
- Selection Committee;
- Government Departments (for statistical purposes).

ACCESS TO PERSONAL INFORMATION

You have the right to access and amend your personal information using the relevant Regulatory Forms and you remain solely responsible for ensuring that your information is correct and up to date at all times.

Should you wish to lodge any objection to the processing of your or your child's personal information as set out in this notice, kindly contact the School's Information Officer being:

Information Officer:

Mr Jonathan Manley

E-mail: IO@stmarysdsg.co.za

Deputy Information Officer:

Ms Shaelene Steele

E-mail: DIO@stmarysdsg.co.za

Should your dispute not be timeously resolved, you have the right to lodge a complaint with the Information Regulator. The details are as follows:

Website:

<https://www.justice.gov.za/infoereg/>

Address:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street,
Braamfontein, Johannesburg, 2001

P O Box 31533

Braamfontein, Johannesburg, 2017

Complaints email:

complaints.IR@justice.gov.za

General enquiries email:

infoereg@justice.gov.za

Telephone:

+27 (0) 10 023 5200

Cell:

+27 (0) 82 746 4173