



BALLITO

POPI CONSENT FORM

ASHTON INTERNATIONAL COLLEGE BALLITO

STUDENT NAME: _____ **GRADE/FORM:** _____

This document consists of two sections:

- 1. CONSENT FORM IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA), and**
- 2. PARENTAL CONSENT FOR THE USE OF PHOTOGRAPHS OF CHILDREN**

SECTION 1: CONSENT FORM IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)

1.1 Consent to use personal information

- By agreeing to the terms of this information form, you (PARENT/GUARDIAN), hereby voluntarily authorise Ashton International College Ballito (Pty) Ltd, herein after, Ashton Ballito, to process your personal information as well as that of the student (ASHTON BALLITO STUDENT), (including names, physical address, telephone numbers and any other information you have provided to the College.)
- Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain effective until such time as consent is revoked or the student is no longer enrolled at Ashton Ballito. Matric students leaving the College at the end of their academic year will be requested to complete a consent form for use of their matric results, photos and consent to send them any news and for organisation of any future reunions.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPIA. The purpose of the processing of information must relate to a function or an activity of the College.

- In addition, you hereby take note that Ashton International College Ballito collects and processes personal information pertaining to the proper functioning, management and governance of the College, as prescribed by the South African Colleges Act 84 of 1996 and other relevant education legislation policies.
- The type of information will depend on the purpose for which it is collected, and will be processed for that purpose only.
- In terms of section 11 of POPIA, personal information may only be processed in the following circumstances:
 - If the data subject, or a competent person where the data subject is a child, consents to the processing.
 - If processing is necessary to carry out actions of the conclusion or performance of a contract to which the data subject is party.
 - If processing complies with an obligation imposed by law on the College.
 - If processing protects a legitimate interest of the data subject.
 - If processing is necessary for the performance of a public law duty.
 - If processing is necessary for pursuing the legitimate interests of the College.

1.2 Your rights in terms of this consent

- You have the following rights:
 - The right to know what information is being kept, how it is being used, and when the College will disclose it. All of the aforesaid information is contained in our Policy on the Protection of Personal Information and our Privacy Policy, which are available and may be obtained from our offices or our website.
 - The right to correct your details. The College will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
 - The right to revoke consent. You may revoke consent you have given Ashton Ballito in terms of this form at any time. Your revocation should be in writing and addressed to the Information Officer of the College. Revoked consent is not retroactive and will not affect any past or existing use of your information.

1.3 Consent to receive marketing information

- By agreeing to the terms of this consent form, you expressly consent to processing of your information for marketing purposes. You understand that by consenting, you may receive marketing materials, relevant to Ashton Ballito, in the form of SMS's, WhatsApps, emails etc. from the College.

SECTION 1: CONSENT FORM IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)

Please indicate your answer below by placing a tick in the 'Yes' or 'No' box below:

I agree to the terms and conditions as set out by the College in terms of Section 1.

Parent/Guardian Signature: _____ **Date:** _____

Name in Capitals: _____

SECTION 2: PARENTAL CONSENT FOR THE USE OF PHOTOGRAPHS OF CHILDREN

Occasionally, Ashton International College Ballito may take photographs of children on our Campus or at other College related events. Ashton International College Ballito uses these images as part of the College displays and sometimes in other printed publications. Ashton Ballito will also use these images on the International College website and other digital marketing platforms.

If Ashton International College Ballito uses photographs of individual students, we will use the name of the child in the accompanying text of photo caption. Providing parental consent is secured, there is no breach of the Data Protection Act in simply passing on a child's name to a journalist. If the College / parents are concerned that a newspaper has used the photograph and name of a child inappropriately, they should contact the Press Complaints Commission.

Records of Achievement are used to celebrate your child's progress throughout College. Photographs of individuals, groups or classes of children may appear in these records.

From time to time, our College may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites.

To comply with Data Protection Acts, we need your permission before we can photograph or make any recordings of your child.

CONDITIONS OF USE OF PHOTOGRAPHS OF CHILDREN

1. This form is valid from the date of signature hereof and will expire when the tuition agreement is cancelled or a student leaves the College.
2. We will not re-use any photographs or recordings a year after your child leaves this College. Historic photographs will remain on our College website to keep record of the College's growth and history.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, in our College prospectus or in any of our other printed publications without specific consent.
4. If we use photographs of individual students, we will use the name of that student in the accompanying text or photo caption with the appropriate consent in place.
5. We may include pictures of students and teachers that have been drawn by the students.
6. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'sporting events'.
7. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. Any images sent to staff by parents will automatically be presumed as given consent to use the photograph as needed.
9. Websites and Social Media platforms can be viewed throughout the world and not only in South Africa.

SECTION 2: PARENTAL CONSENT FOR THE USE OF PHOTOGRAPHS OF CHILDREN

I give permission for:

- My Child's photograph to be used within Ashton International College Ballito for display purposes: prospectus, year books and other printed publications that we produce for promotional purposes
- My Child's photograph to be used on the College website and Social Media
- My Child's image to appear in the media e.g. if a newspaper photographer or TV crew attended an event organised by Ashton International College Ballito.

YES

NO

Parent/Guardian Signature: _____ Date: _____

Name in Capitals: _____

Roxanne Viljoen

Information Officer

Email: *informationofficer@ashtonballito.co.za*

Deidre Hulett

Deputy Information Officer:

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