



# LUMKO HIGH SCHOOL

## PRIVACY POLICY STATEMENT

Lumko High School (hereafter referred to as “the school”) acknowledges and values the privacy of all individuals who visit our websites or communicate with us electronically. We acknowledge and uphold your entitlement to confidentiality and aim to follow the legal obligations set by the Protection of Personal Information Act, 2013 (POPI Act) which governs how we collect, handle, retain, share and dispose of any personal data you have given us. The Privacy Policy therefore provides an explanation on how the school gathers and disseminate information for all the school websites:

### The reasons for collecting Personal Information:

Normally, you don't have to disclose your identity or provide any personally identifying information to us when you visit our websites. However, if you fill out registration forms, you may be asked to provide personal information such as your full name, email address, contact details, and other information. No personal information submitted by you will be shared or made public without your prior consent or unless required to do so by law.

The purpose of collecting personal information is to:

- Respond to your inquiries, validate and verify information
- Fulfil the purposes for which you provided the information, and
- Enhance your website experience.

### Processing of Information

This Protection of Personal Information and Privacy Plan outlines the circumstances under which we may share personal information. We may disclose personal information to accomplish the objectives stated in this plan to:

- our staff to manage and provide the services we offer to you;
- third party suppliers and service providers who support us in providing services to you;
- We may share personal information as required, authorized, or permitted by law with other individuals or entities, such as government agencies, regulatory bodies, and law enforcement agencies.

### Storage and Retention

We mainly store personal information in our systems, some of which may be managed or hosted by external parties. Usually, we keep this information for as long as it is needed to achieve the purposes for which it was collected, such as fulfilling legal, accounting, or reporting obligations.

### Measures to ensure Security

We are committed to ensuring that your information is secure.

We will:

- Maintain strict confidentiality of your personal information.
- Implement suitable technical and organizational measures to safeguard your personal information from unauthorized or unlawful processing, accidental loss, destruction or damage, alteration, disclosure, or access and ensure its confidentiality.
- Inform you without delay if we become aware of any unauthorized processing, disclosure, or use of your personal information.
- We will not keep your personal information for longer than necessary unless required by law or with your consent.

### **External links**

Lumko High School acknowledges that some of its website pages may contain links to other websites. However, the school cannot guarantee the privacy practices or content of these external sites and is not responsible for any personal identifiable information collected by them. Lumko High School provides these links solely for the convenience of its website visitors and does not endorse any of the content or products provided by the external sites.

Despite the measures we take to safeguard your personal information as outlined above, we cannot be held responsible for any loss or harm that may result from the unauthorized disclosure of your personal information that is beyond our reasonable control.

### **Your rights**

You have the right at any time to:

- Rectify the Personal Information collected by us;
- Object to the processing of Personal Information (subject to legislation);
- Request the return or destruction of Personal Information (subject to legislation);
- Lodge a complaint with the school.

### **Cookies**

Some of our websites may use cookies to store user preferences. Cookies are tokens that a web server stores on a user's computer for a specific webpage. The next time the user visits the webpage, the cookie is passed back to the server to keep track of their preferences, allowing for a personalized online experience. Users may set their browsers to warn them about accepting or declining cookies, or they may disable cookies altogether. However, disabling cookies may result in the inability to access certain pages.

### **Changes to the privacy policy statement**

The school has the right to modify the Privacy Policy Statement, and any alterations made to it will be published on this page. We recommend that you review the Privacy Policy Statement from time to time to stay informed about how the school handles the collected information.

### **Consent**

By accessing and using the websites of Lumko High School, you acknowledge and agree to the data practices outlined in this Privacy Policy Statement.