



Solid Foundations Primary School **Data Management Policy (2021/1)**

In accordance with the PoPI Act of South Africa (November, 2013) the school recognises the importance of maintaining the privacy of staff, pupil and family records and information.

1. Mark books are regarded confidential records which are kept out of direct sight of parents and pupils. They are safely stored when the teacher is out of her classroom.
2. Parent admission forms and all email addresses, telephone numbers and personal information are stored safely in learner profiles, out of sight in the receptionist's desk drawers and on the cloud (password protected). Copies of parent's contact details are given to the After Care staff and this is kept on a clipboard by the staff member on duty.
3. Learner profiles (updated annually at year-end by homeroom teachers) are stored in a cabinet in the office stock room.
4. No telephone number of parents may be given out under any circumstances. Should a parent request a telephone number of another parent or a teacher, the principal will first clear it with the intended person before releasing the number.
5. All expired personal records and confidential information will be destroyed and not simply placed in paper recycling.
6. Teacher's email addresses and telephone numbers may not be given to parents unless the teacher has specifically decided to do so.
7. Class lists may not printed or supplied for public scrutiny or parental party planning.
8. Once read, all psychology, therapy and remedial specialist reports pertaining to pupils are filed in their learner profiles immediately.
9. Staff profiles (containing performance appraisals, contracts and staff personal information) are stored on the cloud and are password protected. Hard copies of contracts are stored in the principal's cupboard.
10. The teacher reserves the right to either give the learner's workbook back to the learner at the end of a school year, or to retain the workbooks. It is encouraged that workbooks are returned to pupils and any assessment activities that are to remain confidential be removed from the workbooks prior to the child taking them home.