

# Rynfield Pre-Primary School



5 Hartshorne Street  
Tel: (011)8492415  
E: admin@rynfieldpp.co.za

Affiliated to Rynfield  
Primary School

Desired date of enrolment: -----

## CHECKLIST OF DOCUMENTS TO ACCOMPANY FORM (Certified copies of each)

Unabridged birth certificate	Immunisation card
Proof of residence: • Water & lights account (home owner) or • Lease Agreement (rental)	Father's I.D
	Mother's I.D
	Previous school's report

## DETAILS OF CURRENT SCHOOL (If applicable)

Name of school:
Address:
Telephone number:

## LEARNER INFORMATION

Surname:	Boy:	Girl:
First names (as per birth certificate):		
Date of Birth:	I.D. No.:	Present Age:
Home Language:	Nationality:	
If not South African, copies of parents' work permits and child's study permit to be provided		Arrival Date:
Brothers/Sisters in this school	Name:	
Religion:		

## FATHER / GUARDIAN INFORMATION

Surname:	First names:	
I.D. No.	Occupation:	
Employer's Name:	Tel (W):	Cell No.:
Hours of employment:		
Residential address:		
Period of stay at this address:		
E-mail address:		

## MOTHER / GUARDIAN INFORMATION

Surname:	First names:	
I.D. No.	Occupation:	
Employer's Name:	Tel (W):	Cell No.:
Hours of employment:		
Residential address:		
Period of stay at this address:		
E-mail address:		

**Marital Status**    Married    Separated    Divorced    Widow/er    Single    Common Law

If parents are divorced, who has legal custody of the child?

If parents are divorced/separated, with whom does the child reside?

**Emergency Contact (in case we cannot get hold of the parents) Name:**

**Relationship:**

**Contact:**

## GENERAL INFORMATION

Home Language:
Who will bring child to school?
Who will fetch child from school?
Allergies?
General health?
Any problems or further information the school should be aware of:

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Benoni, 1500.  
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## PARENT POPIA CONSENT FORM

I/ We, as parent/s, guardian/s and or the adult/s responsible for the minor children (herein referred to as the "learner/s") who is/ are attending Rynfield Pre Primary School (herein referred to as "the School") hereby accept that any personal information that has been or is provided to the School is provided voluntarily and that the School may:

- Generate academic, attendance, behavioural and other school related records relating to the learner/s;
- Send documents and/ or information to the parent regarding the learner via various communication methods including, but not limited to, Class WhatsApp group, SMS, email, by post or hand delivery.
- Store and process the data collected in order to provide services relevant to enrolment and/ or the education of the learner at this School including, but not limited to:
  - Enrolling the learner/s and providing our services to the learner/s and parent/s, guardian/s during their time at the School;
  - communicate with parent/s or guardian/s regarding school news, events and general information;
  - confirm, verify and update personal details;
  - ensure learner/s are safe, healthy and provided for during their time at our School;
  - conduct market research or customers satisfaction surveys;
  - comply with all legal and regulatory requirements.
- Share your personal information with employees, and Governing Body members, who require it in order to perform their duties and/ or maintain the health and safety of the learner/s. All employees are bound by the School's Data Protection policies and procedures.
- Share your personal information with necessary third parties only in order to enable us to provide our services to you and/ or comply with legislation and statutory requirements. This will include an Attorney appointed by the School in the event of non-payment of fees. We may need to pass on the information provided, when required, as part of school reports, testimonials and confidential reports, and for statistical and research purposes, or when legally required to do so. Where we share personal information, the School will take all reasonable measures to ensure that the relevant third-party will treat your information with the same level of protection as required by us. Your information may be hosted on servers managed by a third-party service provider, which may be located outside of South Africa.
- Disclose the learner/s medical information to medical professionals and School employee/s, should the learner/s sustain injury/ allergic reaction or any other event which requires them to get professional medical attention. The School also has a statutory duty to report all serious incidences in accordance with the COID Act.



**AFFILIATED TO RYNFIELD PRIMARY SCHOOL**

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**THE SCHOOL IS AN ORGANISATION ADMINISTERED BY A GOVERNING BODY OF PARENTS**

- Provide parents with the right to access, amend, restrict use of or delete their personal information stored and communicate the process to report any incidents, data breach concerns or complaints.
- Safely destroy all personal information after it is no longer required and/ or relevant, in accordance with statutory retention guidance.

**I/ We hereby authorize and consent to Rynfield Pre Primary School collecting, processing, and sharing my/ our personal information in accordance with the POPI Act and the School's Privacy Policy.**

1. This consent specifically includes the right to work with my/our bank account details, as and when required, to ensure that I/we receive payments or refunds due to me/us.
2. This consent is furnished on condition that my/our personal information shall be used and processed only in accordance with the Protection of Personal Information Act.
3. This consent specifically includes the right to collect, process and disclose (only where absolutely necessary for statutory purposes or in order for us to provide our services) the personal information of our learner/s.

Signature: \_\_\_\_\_  
(Parent/ Guardian 1)

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Parent/ Guardian 2)

Dated: \_\_\_\_\_

*Rest assured, we are committed to safeguarding and processing your information in a lawful and responsible manner. Please review our **Privacy Policy** available on our website. You can contact our Information Officer (Cathy Beretta) by emailing [admin@rynfieldpp.co.za](mailto:admin@rynfieldpp.co.za) in order to make a complaint, report an incident or data breach, as well as request to access, amend, erase or restrict use of your Personal Information at any time.*



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