Cedarwood School

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Emergency: 071 609 7253

College Switchboard: 011 467 4889
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www.cedarwoodschool.co.za

Data Access and Management Policy – Cedarwood School

This policy must be read in conjunction with the POPIA Manual.

Scope of this Policy

In accordance with the POPI Act of South Africa, Cedarwood School recognises the importance of maintaining the privacy of staff, pupil and family records and information. This policy is applicable to all Cedarwood Staff and any affiliated organisations that create, modify, or make use of Cedarwood School data.

Information Technology Department

IT Department is responsible for maintaining the availability and security of the school's data infrastructure and ensuring that authorised users have access to the data they require for academic and administrative activities.

The IT Department is also responsible for implementing security and access measures that mitigate the risk of unintended disclosure of electronic data. This includes, but is not limited to, continually improving end-user awareness of proper data management; maintaining physical security of data infrastructure; implementing appropriate data access.

Academic and Admin Departments

Academic and administrative departments are responsible for ensuring they access and use school data (both electronic and hard copy) in a manner that minimizes risk to Cedarwood School.

Policy

1. Reports/Marks are regarded as confidential records which are kept out of direct sight of parents and pupils. They are safely stored when the teacher is out of his/her classroom.
2. Parent admission forms and all email addresses, telephone numbers and personal information are stored safely online with restricted access and are also password protected.
3. Parent, Pupil, and Staff information is captured on the Administration Programme Ed-Admin, and is password protected with restricted access to certain users.
4. Learner profiles (updated annually at the start of the year) are stored online, with restricted access and password protected.
5. No telephone number or email address 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.
6. All expired personal records and confidential information will be destroyed and not simply placed in paper recycling.

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7. Teacher's telephone numbers may not be given to parents unless the teacher has specifically decided to do so. Email addresses may be shared if it pertains to a school related issue.
8. Class lists are not printed or supplied for public scrutiny or parental party planning.
9. Once read, all psychology, therapy and remedial specialist reports pertaining to pupils are filed in their learner profiles immediately.
10. Staff profiles (containing performance appraisals, contracts, and staff personal information) are stored on in the Business Manger's safe and locked with only him having access to it.
11. It is encouraged that learner 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.
12. Data collected through the contact form on the website, is used for the purposes for which it is collected and any restrictions for its use are observed.
13. Server backups are being made daily, it is backed up online and off campus through a third-party company – whom is fully POPIA complaint. The data is stored safely (password protected and restricted access to the backups)
14. Staff O365 emails are password protected and run on the o365 server which is full POPIA complaint and secured. Password changes are forced 3 termly throughout the year.

Non-compliance

If there is reason to suspect that Cedarwood School policies have been, or are being violated, or that continued access poses a threat to the school's data, data infrastructure, Cedarwood community members or the reputation of Cedarwood School, access to the school's data and data infrastructure may be restricted or withdrawn.

Following due process, Cedarwood School may act against anyone whose activities are in violation of this policy. The actions taken may include, but are not limited to:
Revocation of access to Cedarwood School's data, IT services, IT infrastructure or parts of it.
Disciplinary action for employees

RECORD OF CHANGES

Date	Page no, heading, brief description of changes	Entered by
30 August 2021	New	IT Department
21 September 2022	None	IT Department
20 October 2023	Changes @ 14 (psw change 3 times a year) Termly	IT Department
19 September 2024	Updated SASAMS to Ed-Admin wording	Dvanwyk
08 October 2025	None	Management

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