



TMC

Thomas More College

An Inspired Education

SCHEDULE 1

TYPES OF PERSONAL INFORMATION PROCESSED BY THOMAS MORE COLLEGE

Information type	Why we process it
Identifying and age information, e.g. name, surname, ID number	To identify the data subjects that we interact with or, in some cases, to contact persons related to them (such as next of kin) in the case of an emergency.
Contact information, e.g. telephone numbers, email addresses, etc.	To contact the data subject (or in some cases their next of kin), if necessary; to make the certain employees' or officers' contact information available to pupils, parents and visitors as part of the proper functioning of the school;
Educational, behavioural and health information	To perform the services of a school; to report legally required information to the Department of Education and other regulatory bodies; to provide healthcare benefits to our employees; to have relevant health related information available in the event of an emergency for the benefit of first responders;
Information relating to gender, nationality and ethnicity of employees	To report legally required statistics to the Department of Labour.
Financial information relating to our employees, parents or service providers	To provide employment-related benefits or remuneration to our employees; or to screen potential employees; or to invoice parents for services rendered; or to pay service providers.
Criminal history of potential employees	To screen potential employees before hiring them.
Images, video footage and audio clips	To secure our premises; to provide content-rich feedback to the school community on school activities.

SCHEDULE 2

SPECIFIC RETENTION PERIODS IN RESPECT OF CERTAIN INFORMATION

Information type	Retention period The retention dates below will be confirmed in future updates
Information relating to prospective employees	From application date, to the date that a decision is made to hire or not and up to 1 year thereafter. Unsolicited CV's may be deleted or destroyed immediately upon delivery.
Employee records	For duration of employment and up to a maximum of 5 years thereafter.
Parent information	For the duration of our contract and up to a maximum of 5 years thereafter.
Service provider information	For the duration of our contract and up to a maximum of 5 years thereafter.
Information about pupils	For the duration of their school career and up to 5 years thereafter. Historically significant or achievement-related information may be archived for indefinite periods, for historical purposes. Academic information is stored by Government and the School has no obligation to keep such information indefinitely.
Financial records	As long as required in terms of relevant tax laws, as advised by our accountants.

To be read in conjunction with <https://www.thomasmore.co.za/popia-privacy-statement/>