



Privacy Policy

1. Introduction and Purpose of the Privacy Policy

The FBI Chef School (Pty) Ltd is a Tertiary Institution operating in Johannesburg North and specialising in providing tuition to individuals interested in obtaining Professional Chefs Qualifications.

The purpose of the Policy is to confirm that The FBI Chef School (Pty) Ltd (Hereinafter FBI Chef School) ensures that the use of students/parents/supplier personal data is lawful and relevant to business activities.

This Policy is applicable to personal information collected by The FBI Chef School, related to the service we deliver in terms of tuition, product sales and events.

The FBI Chef School collects data directly from staff members, students, parents, guardians, sponsors, companies, suppliers and customers.

The FBI Chef School is committed to protecting all personal data and right to privacy in a lawful manner in the office environment and including the FBI Chef School's Social Media platforms and Applications.

2. Data Collection, Sharing, and Processing of Personal Data

The FBI Chef School collects data directly from staff members, students, parents, guardians, sponsors, companies, suppliers, and customers and The FBI Chef School will make persons and companies aware that we are collecting the data.

The data we collect and process is to fulfil company tasks, functions and operations in relation with: tuition, debtors and creditors function, on boarding suppliers and service and product delivery

The FBI Chef School collects data from:

- Application forms or Individual Confirmation Forms in electronic or paper format (For example: Full Names, ID number & copies, Gender, Addresses, Contact numbers, email addresses, Curriculum Vitae, Proof of address, Medical Aid Details, Matric Certificate/Other Certificates, Parent/Guardian/Sponsor Details, Reference Details)
- Enquiries made by you to us regarding our services, programs and products
- Communication – via written, email, telephone, WhatsApp, sms, social media platforms, website enquiries.
- Events arranged by The FBI Chef School

- Completion of an online or in – person culinary program
- Account holders and Customers
- Suppliers

The FBI Chef School will collect data in a lawful manner and process in a confidential manner that does not impact the privacy of any from staff members, students, parents, guardians, sponsors, companies, suppliers and customers.

The FBI Chef School as a Responsible Entity will obtain consent to collect and process data in a manner that does not impact privacy of the data collected. (Via a booking form and/or consent form and/or contract)

Special Personal Information: (For example but not limited to: religious beliefs, ethnic origin, health) The FBI Chef School will not collect or process any Special Personal Information without the consent from staff members, students, parents, guardians, sponsors, companies, suppliers and customers. Details regarding Special Personal Information will be required if it can have an impact for example The FBI Chef School may request disclosure of medical conditions like Asthma, should the need arises to obtain emergency medical care for the student.

Biometric Information: To ensure the safety and security of students and staff; the FBI Chef School have live and recorded camera feed on the premises in public areas of the school. There are no cameras in private facilities for example restrooms and bedrooms. The recorded camera feed are not accessible by any staff member at the FBI Chef School, except the owner, and the records will only be accessed if required by law, for example security breach, theft or to settle disputes.

The FBI Chef School will not process personal information concerning children and will only do so with consent of parent/guardian/sponsor and if applicable to company function (for example certification for class attendance)

The FBI Chef School will not intentionally disclose, for any purpose collected personal information without consent.

Personal Data may be shared to a third party in the following circumstance:

- In relation to tuition or it is a contractual requirement (for example Certification purposes of students)

- In relation to debtors function/enforce contractual obligation between The FBI Chef School and staff members, students, parents, guardians, sponsors, companies, suppliers and customers.
- In relation to health and safety matters (for example we have to provide medical aid info to the hospital in case of emergency)
- In order to comply with South African law and in relation of protection of property, safety and rights of staff members, students, parents, guardians, sponsors, companies, suppliers and customers.
- Actions required in relation with fraudulent personal data provided or misrepresentation to the FBI Chef School.

3. Personal Data Storage, Retention and External Providers

The FBI Chef School may store collected data in a hard copy (for example student application form in a file cabinet) and may store data in electronic formats (for example scanned documents). The data will be safeguarded to prevent any loss or electronic alteration by non – authorised persons.

Personal data may also occur in subscribed or contracted cloud services such as Office 365 or One Drive and is password protected.

The FBI Chef School will as per the POPIA act only store records for as long as required and for the purpose it was collected or to fulfil contractual agreements. The FBI Chef school are required that when no longer in need for the personal data for the purpose it was collected, the files, hard copy or electronic copies will be destroyed and/or deleted.

The data will only be kept if required to apply a contractual fulfilment between the two parties – FBI Chefs School and staff members, students, parents, guardians, sponsors, companies, suppliers and customers or if required by law.

In terms of data being kept for historical analysis, The FBI Chef School will ensure safeguarding of data kept and keep the data required for analysis to the minimum required.

Third Party providers (for example City and Guilds) may process data and have access to provided personal data from time to time upon request from the FBI Chef School, with relation to the purpose the personal data was collect for (for example Student Certification) The external providers will not have access to any personal data, other than what is strictly required. The FBI Chef School keep record of Third Party Privacy Policies, to ensure that the data provided is protected.

4. Data Breach

The FBI Chef School takes reasonable measures to protect all data collected, including ensuring all staff are aware of safety obligations and limiting access to files with personal data.

Data breaches can occur for example – theft of electronic equipment on which data was stored, electronic access by unauthorised persons, human error, cyber-attacks.

Data breaches will be addressed as per the Popia acts requirements and The FBI Chef School will notify all required parties as legally required.

5. Rights

Right to Access:

Staff members, students, parents, guardians, sponsors, companies, suppliers and customers have the right to request a copy or a description of the personal data stored at The FBI Chef School.

Such request must be in writing and The FBI Chef School will request appropriate identification.

The FBI Chef School shall respond to written request according to the Popia Act and PAIA manual.

Only data involving the person or company will be made available, and if data involves any other entity or person such data may not be available for review.

Right to Rectification:

The FBI Chef School aims to keep all data received as accurate as possible. Should any data of staff members, students, parents, guardians, sponsors, companies, suppliers and customers' changes. Should you observe that your current data with the FBI Chef School is not accurate, contact the FBI Chef School update the data.

Such request must be in writing and The FBI Chef School will request appropriate identification.

Right to deletion

Staff members, students, parents, guardians, sponsors, companies, suppliers and customers have the right to request deletion of data for the following reasons but not limited to - irrelevant data, outdated data, not required under contractual obligation.

Such request must be in writing and The FBI Chef School will request appropriate identification.

Right to object

Staff members, students, parents, guardians, sponsors, companies, suppliers and customers have the right to object to processing data on reasonable grounds and withdraw consent to the FBI Chef School to process data on reasonable grounds for example if such data processing is not part of a contractual obligation.

Such request must be in writing and The FBI Chef School will request appropriate identification.

6. Contact Information

Information Officer:

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