

SWAKOPMUND CHRISTIAN ACADEMY CC

Registration No. **CC/99/1262** · trading as **Swakopmund Christian Academy**

Registered private school · Ministry of Education, Innovation, Youth, Sport, Arts and Culture · Registration Reference **8803**

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Serving learners since 1987.

Swakopmund Christian Academy is registered with the Ministry of Education, Arts and Culture of the Republic of Namibia, registered 8803. Admission is open to all learners irrespective of race, colour, ethnic origin or creed.

Privacy Notice

GED preparation platform

Effective: 21 August 2026 · **Version:** 1.0 · **Reference:** SCA_GED_Platform_Privacy_v1.0

Applies to: personal information collected through the Academy's online GED preparation platform

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This notice explains what personal information the Academy collects through its GED preparation platform, why it is collected, who it is shared with, and how it is looked after. It implements the Academy's Online Data Protection & Privacy Policy for this platform.

1. Our approach

The Academy collects only the information it actually needs, uses it only for the purposes described here, keeps it accurate and secure, and keeps it only as long as it is needed. **The Academy does not sell personal information and does not use it for advertising.**

Namibia does not yet have a comprehensive data-protection statute in force. This notice is grounded in **Article 13 of the Namibian Constitution** (the right to privacy) and the **Electronic Transactions Act 4 of 2019**, and applies recognised good practice. It will be aligned to the Data Protection Act once that is enacted.

2. What we collect

Category	Examples
Identity	Name, date of birth, and where required for testing, identity-document details
Contact	Learner and parent or guardian email address, telephone number, postal address
Programme	Enrolment details, attendance, assigned coach and mentors
Learning	Work submitted, practice and mock results, progress and readiness records
Technical	Sign-in records and basic information needed to keep the platform secure and working

3. Why we collect it

- To provide teaching, coaching and preparation, and to track readiness.
- To keep parents and guardians informed about a learner's progress.
- To administer enrolment and the learner's place on the programme.

- To meet the Academy's safeguarding duties and its obligations as a registered private school.
- To register a learner for a GED test, where that stage is reached — see section 4.

4. Information shared outside Namibia

Registering a learner for the GED means sending personal information to organisations outside Namibia. This is unavoidable — the GED is a United States credential and the Academy cannot test on anyone's behalf.

Where a learner reaches the point of registering to test:

- A **ged.com** account and a **Pearson VUE** testing record are created, holding the learner's name, date of birth, identity details, contact details and test scores.
- **GED Testing Service** and **Pearson VUE** process that information outside Namibian jurisdiction, under their own privacy terms, which the Academy does not control.
- The **authorised test centre operator in Namibia** handles scheduling and verifies the candidate's identity on the day.

Consent for this transfer is obtained in writing before it happens — from the parent or guardian where the learner is under 18, and from the learner directly where they are 18 or over. It is explained at selection, not buried at booking. A learner who does not wish their information to be transferred can still take part in preparation, but cannot be registered for a test.

The ged.com account belongs to the learner. Where the Academy holds or assists with account details for a learner under 18, this is recorded, disclosed to the family, and handed over in full when the learner turns 18 or leaves the programme.

5. Consent, and who gives it

- For a learner **under 18**, personal information is collected with the informed consent of the parent or guardian, who is told what is collected and why.
- A learner **18 or over** is an adult in law. Their records are their own, and communication about them is with them directly; a parent is included with the learner's agreement.
- Consent for optional uses — such as a photograph in a school communication — is separate and may be withdrawn at any time.
- Platform accounts are created by the Academy for enrolled learners. No one is asked to consent through the platform itself; consent is taken as part of enrolment.

6. Who else sees it

- **Academy staff**, limited to those who need it for their role — the Learning Coach, subject mentors, and administration.
- **Parents and guardians**, for a learner under 18.
- **GED Testing Service, Pearson VUE and the authorised test centre**, as described in section 4.
- **Authorities**, where the law requires it — including where a child may be in need of protective services under the Child Care and Protection Act 3 of 2015.

Information is not shared with anyone else without consent. Results are confidential: a learner's scores are not discussed in front of other learners, and passes are not published without the learner's agreement.

7. Keeping it safe

- Access is controlled and limited by role; sign-in details are personal and must not be shared.

- Digital information is protected by access controls and, where appropriate, encryption. Paper records are kept securely.
- Personal information is not placed in web addresses, sent over insecure channels, or sent to anyone who has no right to it.
- The platform uses only the storage needed to keep a learner signed in and to remember display preferences. It does not use advertising or third-party tracking cookies.

8. How long we keep it

Learner records are kept for as long as the Academy needs them to run the programme and to meet its obligations as a registered school, and are then disposed of securely under the Academy's records-retention arrangements. If you would like to know what is held about a particular learner and for how long, please ask — see section 11.

Records held by GED Testing Service and Pearson VUE are kept under their retention terms, not the Academy's.

9. Your choices

- **See what we hold.** A parent or guardian, or a learner aged 18 or over, may ask to see the information held and be told what it is used for.
- **Have it corrected.** If something is wrong or out of date, tell us and we will correct it.
- **Withdraw an optional consent**, such as the use of images, at any time.
- **Ask a question or raise a concern** about how information is handled.

Requests are answered as promptly as we reasonably can. Some information must be retained where the Academy is required to keep it.

10. If something goes wrong

A suspected breach of personal information is reported internally at once, contained, and handled by the Chief Principal Academic Officer. Where a breach is likely to affect someone, they are informed.

Nothing in this notice limits your right to report a child-protection concern to the appropriate authorities, or to raise a complaint about the Academy's registration or compliance with the Ministry of Education, Innovation, Youth, Sport, Arts and Culture or the Erongo regional education directorate. These routes are always available and are not conditional on any internal process.

11. Contact

School office — +264 64 404605 · school.office@swakopca.com · No. 137 Anton Lubowski Street, Kramersdorp, Swakopmund.

12. Changes to this notice

This notice may be updated from time to time. The current version is always published here with its effective date, and will be updated when the Data Protection Act comes into force.