

SportSmart4Life · Talent Radar for Schools

School Onboarding & POPIA Pack

The pilot proposal · the onboarding checklist · the parent consent letter · the operator-agreement terms · retention, deletion & security

July 2026 · for school leadership and SportSmart4Life partnership use

Please read first. Sections 3 and 4 (the parent consent letter and the operator-agreement terms) are **drafting templates** — starting points for the school's and SportSmart4Life's legal advisors to adapt and finalise. They are not legal advice and should be reviewed before use. Everything else is operational guidance.

1 · Pilot proposal

Talent Radar helps a school see the sporting potential in **every** learner — not only the early-maturing team stars. In one PE period, a class profiles itself against the skill signatures of 82 sports; add a simple field-test battery and the school receives a cohort map of where its sporting talent might live, including the learners whose measured ability doesn't match the sport they currently play.

The offer

- **One grade, one term, free of charge** — a full pilot: hosted cohorts, the field-test battery, class and per-learner reports, and the year-over-year overview.
- In exchange: the school's **feedback** and permission to build an anonymised **case study** (no learner is ever named).
- A natural fit for SuperSport **SuperSchools** (Channel 216) partner schools — the same communities SportSmart4Life already serves on the “watch smarter” side.

What each side provides

The school provides	SportSmart4Life provides
One PE teacher / sport coordinator as the account holder; one PE period per class; parental consent (letter in §3); a private code-to-name register kept at the school.	The hosted platform and teacher accounts; the Teacher Manual and Evidence Pack; the field-test protocols; onboarding support; the class, per-learner and year-over-year reports; a named contact.

Outcomes the school keeps

A cohort skill-profile, a scouting shortlist from the discrepancy flags, a one-page report for every learner and their parents, and CSV data for the sports department — plus a defensible, evidence-based talent process to show parents and governors.

The honest boundary, stated up front: Talent Radar identifies sports worth exploring; it does not and cannot predict future elite athletes. Its value is widening participation and surfacing overlooked potential — the evidence for that (EUROFIT, the Australian and UK programmes, Güllich 2022) is in the companion Evidence, Ethics & POPIA Pack.

2 · How onboarding works — the checklist

1. **Agreement.** School and SportSmart4Life sign the operator agreement (§4) and confirm licence seats and retention period.
2. **Accounts.** SportSmart4Life creates the school and one or more teacher accounts; the teacher signs in and changes the password on first use.
3. **Leadership sign-off.** School leadership reads the Evidence, Ethics & POPIA Pack and confirms the approach.
4. **Parents.** The school adapts and sends the parent information & consent letter (§3) and collects responses per its own consent policy.
5. **Codes.** The teacher assigns each learner a code (L01, L02...) in a private class register kept **offline**. Names are never entered into the platform.
6. **Capture.** Run the self-report session (one period) — class-link or teacher-device mode; see the Teacher Manual.
7. **Field tests (optional).** Run the battery as stations and enter the results.
8. **Reports.** Generate the class and per-learner reports; share per-learner pages with learners/parents; keep the code register secure.
9. **Review & retention.** Feed back to SportSmart4Life; delete cohorts when their purpose is served, or let them auto-expire per the retention period.

3 · Parent information & consent letter (template)

The school's privacy notice to parents. Adapt the bracketed fields, place on the school letterhead, and route through the school's own consent process. **Template — for legal review before use.**

[School letterhead] · [Date]

Dear Parent / Guardian,

Sport skills profiling — Talent Radar

This term our school is using **Talent Radar**, a sport-discovery tool from SportSmart4Life, to help every learner discover the sports that may suit them best. We are writing to explain what it involves and to ask your consent.

What it is. In a PE lesson your child answers a few short questions about the kinds of activity they enjoy. We may also record simple, standard fitness measurements (for example a short sprint, a jump, and a shuttle run). The tool then suggests sports your child might enjoy exploring.

What it is not. It does not predict whether your child will become an elite athlete — no tool can, and we do not claim to. Every result is a suggestion of sports worth trying, not a judgement of ability. Late developers often outperform early ones.

Your child's privacy. The online system stores **no names**. Each learner is recorded under a code (such as L07); only the school keeps the list linking codes to names, and that list stays with us, offline. The system holds no contact details, no birth dates, no photographs. The information is used only for this sporting purpose, is never used for marketing, is never shared with anyone outside the school for this purpose, and is deleted after [retention period, e.g. the end of the school year plus three months].

Your choice. Taking part is voluntary. If you would prefer your child not to take part, simply return the slip below or contact [teacher name] at [email]. You may ask us to remove your child's information at any time.

Yours sincerely,
[Teacher / Head of Sport], [School]

_____ (consent slip) _____

Learner name: _____ Class: _____

☐ I **consent** to my child taking part in Talent Radar sport profiling as described.

☐ I **do not** wish my child to take part.

Parent / Guardian signature: _____ Date: _____

4 · Operator agreement — heads of terms (for legal review)

Draft heads of terms, not a contract. These are the points a Talent Radar operator agreement should cover under the Protection of Personal Information Act (POPIA). Have your legal advisor turn them into a signed agreement appropriate to your school. This is not legal advice.

- **Roles.** The school is the **responsible party** (it holds the relationship with parents and their consent). SportSmart4Life is the **operator**, processing personal information only on the school's documented instruction (POPIA ss 20–21).
- **Purpose limitation.** Learner information is processed solely to profile learners for sport suitability for the school. No other use.
- **Data minimisation.** The platform stores learner codes, self-report answers and (optional) field-test values only — no names, contact details, birth dates or images. The code-to-name register remains with the school.
- **No secondary use.** No marketing to learners or parents; no cross-brand sharing; no publication or social posting of any learner data.
- **Security.** Access by per-school authenticated teacher accounts (hashed passwords); transport over HTTPS; teachers see only their own school's data. See §6.
- **Sub-operators.** Hosting is provided by SportSmart4Life's hosting provider within the FlourishIQ environment; no other sub-operators without the school's consent.
- **Retention & deletion.** Data is retained for the agreed period (default: end of school year + 3 months) and then deleted; the school may trigger immediate hard deletion of any cohort or all its data at any time (§5).
- **Breach notification.** SportSmart4Life notifies the school without undue delay of any security compromise affecting the school's data, per POPIA s 22.
- **Return / deletion on termination.** On ending the licence, the school's data is deleted (or returned) at the school's election.
- **Learners' rights.** The school, as responsible party, handles access, correction and deletion requests; SportSmart4Life supports these promptly.

5 · Retention & deletion policy

Event	What happens
Default retention	Each cohort is kept until the end of the school year plus three months (configurable per school in the licence).
Teacher deletion	A teacher can hard-delete any learner or any whole cohort at any time — immediate and irreversible.
School / owner deletion	SportSmart4Life can hard-delete an entire school's data (all cohorts, learners and results) on the school's instruction.
On termination	The school's data is deleted (or returned) at the school's election.
Nature of deletion	All deletions are hard deletes (records removed), not soft flags.

6 · Security summary

- **Pseudonymous store:** learner codes only; no directly identifying data on the platform.
- **Authentication:** per-school teacher accounts with hashed passwords (bcrypt); fail-closed (no access without a valid session); owner administration is separate.
- **Isolation:** each teacher can access only their own school's cohorts; server-side checks enforce this on every request.
- **Transport:** all access over HTTPS.

- **Learner capture:** the learner page is gated by a short-lived class code (expires in two hours) and collects no personal information.
- **No egress:** nothing from Talent Radar is posted to any community, social channel or third party.

Companion documents: the **Teacher & School User Manual** and the **Evidence, Ethics & POPIA Pack** (both in the school portal and the SportSmart4Life documentation library).