

## Placement Specialist (Pty) Ltd

### PROTECTION OF PERSONAL INFORMATION – PRIVACY POLICY AND COMPLIANCE Protection of Personal Information Act, No. 4 2013 (South Africa)

Placement Specialist (Pty) Ltd is committed to compliance with and adheres to the Protection of Personal Information Act (POPI) South Africa and confirm that we comply with this legislation.

#### INTRODUCTION

The POPI Act requires:

- To sufficiently inform candidates/applicants/ work seekers (data subjects), hereafter referred to as candidates, the purpose for which we will process their personal information.
- Protect our Information assets from threats, whether internal or external, deliberate or accidental, to ensure business continuation, minimise business damage and maximise business opportunities.

#### Designated Information Officer for Placement Specialist (Pty) Ltd: Tatum Martin

The Information Officer is responsible for:

- Conducting a preliminary assessment
- The development, implementation and monitoring of this policy and compliance framework
- Ensuring that this policy is supported by appropriate documentation
- Ensuring that documentation is relevant and kept up to date
- Ensuring this policy and subsequent updates are communicated to relevant managers, representatives, staff and associates, where applicable

This policy and compliance framework establishes measures and standards for the protection and lawful processing of personal information within our organisation and provides principles regarding the right of individuals to privacy and to reasonable safeguarding of their personal information.

All employees, subsidiaries, business units, departments and individuals directly associated with us are responsible for adhering to this policy and for reporting any security breaches or incidents. Any service provider that provides information technology services, including data storage facilities, to our organisation must adhere to the requirements of the POPI Act to ensure adequate protection of personal information held by them on our behalf. Written confirmation to this effect must be obtained from relevant service providers.

## **POLICY PRINCIPLES**

### **ACCOUNTABILITY:**

- We take responsible steps to ensure that the personal information obtained from candidates is stored safely and securely.
- This includes CV's, Resumes, References, Qualifications, Integrity Checks and any other personal information that may be obtained for the purpose of candidate representation.

### **PROCESSING LIMITATION:**

- We collect personal information directly from candidates.
- Once in our possession we will only process or release candidate information with their consent, except where we are required to so by law. In the latter case we will always inform the candidate.

### **SPECIFIC PURPOSE:**

- We collect personal information from candidates to enable us to represent them to our clients for the purpose of recruitment.

### **LIMITATION ON FURTHER PROCESSING:**

- Personal information may not be processed further in any way that is incompatible with the purpose for which the information was collected initially. We collect personal information for recruitment and it will only be used for that purpose alone.

### **INFORMATION QUALITY:**

- We are responsible for ensuring that candidate information is complete, up to date and accurate before using it. This means that it may be necessary to request from candidates, from time to time to update their information and confirm that it is still relevant. If we are unable to reach a candidate for this purpose their information will be deleted from our records.

### **TRANSPARENCY / OPENNESS:**

Where personal information is collected from a source other than directly from a candidate (Social Media, Job portals), we are responsible for ensuring that the candidate is aware:

- That their information is being collected
- Who is collecting their information by sharing our details
- Purpose or reason that their information is being collected

### **SECURITY SAFEGUARDS:**

- We will ensure technical and organisational measures to secure the integrity of personal information and guard against the risk of loss, damage or destruction thereof. Personal information will be protected against any unauthorised or unlawful access processing. We are committed to ensuring that information is only used for legitimate purposes with candidate consent and only by authorised employees of our company.

### **PARTICIPATION OF INDIVIDUALS:**

- Candidate are entitled to know particulars of their personal information held by us as well as the identity of any authorised employees of our company that has access thereto. They are also entitled to correct any information held by us.

## OPERATIONAL CONSIDERATIONS

### MONITORING

- Directors / Management / Information Officer are responsible for administering and overseeing the implementation of this policy and as applicable, supporting guidelines, standard operating procedures, notices, consents and appropriate related documents and processes. All employees, subsidiaries, business unit, departments and individuals directly associated with are to be trained according to their functions in the regulatory requirements, policies and guidelines that govern the protection of personal information. We will conduct periodic reviews and audits, where appropriate to ensure compliance with this policy guidelines.

### OPERATING CONTROLS

- We shall establish appropriate standard operating procedures that are consistent with this policy and regulatory requirements. This will include:
  - o Allocation of information security responsibilities
  - o Incident reporting and management
  - o User ID addition and removal
  - o Information security training and education
  - o Data backup

### POLICY COMPLIANCE

- Any breach/es of this policy may result in the disciplinary action and possible termination of employment.

### FOR CANDIDATES

By submitting your information and application you hereby confirm:

- That you have read and understood our POPI Policy
- That you have no objection to us retaining your personal information in our database for future matching
- Should suitable opportunities arise we will contact you and request your consent to submit your CV to a specific client for a specific purpose
- That the information you have provided to us is true, correct and up to date, not offensive or in any other way illegal and does not infringe any rights of any third party (including without limitation the copyright of any such third party)

If you have any additional questions about Placement Specialist (Pty) Ltd's collection and storage of data, please contact us at:

T: 066 507 3047 / 010 023 4066

E: [info@placed.biz](mailto:info@placed.biz)

[www.placed.biz](http://www.placed.biz)

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