



## **Policy on the Protection of Personal Information (POPI) Act.**

### **Introduction**

The POPI Act requires us to inform our data subjects (candidates/applicants) how we intend to use their information. We are also required to protect the information from any threats, internal or external, deliberate or accidental, to ensure business continuance. This policy provides a framework and measures within our company regarding the protection of individuals privacy. All employees are required to adhere to the eight guidelines provided below in this policy. Any external service provider responsible for providing and managing information technology must adhere to the same information security principles contained in this policy to ensure security measures are in place in respect of processing of personal information.

### **Principle 1 – Accountability**

- We will take all reasonable steps to ensure that personal information obtained from candidates are stored safely and securely.
- This includes CV's, resumes, references, qualifications, background checks and/or any other personal information that may be obtained for the purpose of candidate representation.

### **Principle 2: Processing limitation**

- Personal information is collected directly from candidates.
- Once in our possession we will only use or release candidate information with their consent, except where we are required to do so by law. In the latter case we will always inform the candidate.

### **Principle 3: Specific purpose**

- The personal information collected from candidates allow us to represent them to our clients for the purpose of finding and securing employment.

### **Principle 4: Limitation on further processing**

- We collect personal information for recruitment purposes.
- Personal information will not be processed in a way that is incompatible with the purpose for which the information was collected initially, unless the data subject has provided consent.

### **Principle 5: Information quality**

- It is our responsibility to ensure candidate information is complete, up to date and accurate before we use it.
- We may need to request 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.

### **Principle 6: Transparency/openness**

- Where personal information is collected from a source other than directly from a candidate (job portals, social media) we are responsible to ensure that the candidate is aware:
  - That their information is being collected.
  - Who is collecting their information by giving them our details of the specific reason that we are collecting their information.

### **Principle 7: Security safeguards**

- We will ensure our internal measures is secure to protect the integrity of personal information, and guard against the risk of loss, damage or destruction thereof.
- Personal information is also be protected against any unauthorised or unlawful access or processing.



- We are committed to ensuring that information is only used for legitimate purposes with candidate consent and only by authorised employees of our agency.

**Principle 8: Participation of individuals**

- Candidates are permitted to know any particulars of their personal information held by us, as well as the identity of any authorised employees of our agency that had access thereto.
- Candidates are entitled to correct any information held by us.

**The purpose of collecting your information is to enable M-Ploy Global Resourcing SA to:**

- Refer you to a client for employment by sending your CV containing personal information.
- Perform the required checks (reference checks, criminal record, qualifications, credit history etc.).

**Consequences of withholding consent or personal information:**

M-Ploy Global Resourcing SA will not be able to assist you to find employment should you refuse to provide us with consent or withhold information.

**Storage and retention and destruction of information**

All personal information provided to M-Ploy Global Resourcing SA will be held and/or stored securely for the purpose of recruitment or re-recruitment. Once this information is no longer required, due to the fact that you no longer need M-Ploy Global Resourcing SA to find you employment, such Personal Information will be safely and securely archived for a period of 5 years, as per the requirements of the Companies Act, 71 of 2008. Thereafter, all your personal information will be permanently destroyed.

**OPERATIONAL CONSIDERATIONS:**

**Monitoring:**

Management and employees of M-Ploy Global Resourcing SA 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 and individuals directly associated with us are to be trained, according to their functions, in the regulatory requirements, policies and guidelines that govern the protection of personal information.

**Operating controls:**

We shall establish appropriate standard operating procedures that are consistent with this policy and regulatory requirements. This will include:

- Allocation of information security responsibilities.
- Incident reporting and management.
- User ID addition or removal.
- Information security training and education.
- Data backup.

**Breach of policy:**

Any breach of this policy may result in disciplinary action being taken which could result in the termination of employment.

**Right to amend this policy:**

M-Ploy Global Resourcing SA reserve the right to amend this policy at any time. An updated copy will be available on our website. Unless otherwise stated, the current version shall supersede and replace all previous versions of this policy.