

**POLICY ON PROTECTION OF PERSONAL INFORMATION
ALSO KNOWN AS “POPI”
FOR
Kathy Piper Recruitment Solutions
(Hereinafter referred to as KPRS)**

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INTRODUCTION

KPRS cares about your Personal Information and how it is processed. We as a company are committed to ensuring your Personal Information is collected, processed, stored and tracked with integrity and in accordance with the Protection of Personal Information Act (No. 4 of 2013) (“POPI”) and Promotion of Access to Information Act (No. 2 of 2000) (“PAIA”)

We have tried to make this policy easy and simple to read. If you have any further queries or questions, please submit them to the information officer.

The PAIA and POPI Acts are available online at www.gov.za/documents/acts. As per the PoPI Act personal information refers to information that identifies or relates specifically to you as a person or data subject, for example, your name, age, gender, identity number and your email address.

The Collection of Personal Information

Employee and Contractor Information

To Remunerate the person:

- To comply with laws authorising or requiring such processing, including (but not limited to) the Basic Conditions of Employment Act 75 of 1997; the Labour Relations Act 66 of 1995; the Employment Equity Act 55 of 1998; the Occupational Health and Safety Act 85 of 1993, the income Tax Act 58 of 1962 and the VAT Act 89 of 1991;
- To Admit the person to the Pension Fund and/or Medical Aid providers, if applicable;
- To conduct criminal, credit, employment reference and other related reference checks;
- To provide value-added services such as human resource administration, training, performance reviews, talent management and other reasons related to the management of employees and/or contractors.

Sources of Personal Information

Personal information may be collected from the following sources:

- Directly from the person when he/she applies for any related employment, provide services to KPRS, submit forms requests or transactions, use our websites or make use of any of the KPRS services;
- From public registers, credit bureaus and law enforcement agencies and any other organisation from which KPRS may acquire your information;
- From people and entities employed by KPRS to provide services to KPRS which may be legally entitled to provide KPRS with personal information.

The Storage of Personal Information

All personal information collected by KPRS will be stored as follows:

- In a secure and safe manner according to strict information security principles with safeguards to ensure its privacy and confidentiality;
- For no longer than is necessary to achieve the purpose for which it was collected unless further retention is:
 - Required by law or contractual obligation;
 - Otherwise reasonably required by KPRS for lawful purposes related to its functions and activities;
 - Retained further with the person's consent
 - After which the information will be de-identified and disposed of as per the KPRS Control of Records policy.

Sharing of Personal Information

Any information supplied to KPRS will be treated as confidential and KPRS will not disclose information unless legally permitted thereto. No information will be transferred to a Third Party without the explicit consent of the data subject unless legally obliged thereto. By providing the personal information, the data subject agrees that KPRS may transfer the information to the following people and organisations in pursuit of the data processing purposes set out in our Privacy Policy:

- To the clientele who are hiring, including directors, employees, contractors, agents, auditors, legal and other professional advisors who are authorised to process this information;
- To financial and government organisations who may request information from KPRS, in which case the data subject will be notified in advance; the provision of such information, including banks, governmental, judicial, regulatory and law enforcement bodies including the South African Revenue services and the National Credit Regulator;
- To persons employed by KPRS to provide services on our behalf and that adhere to principles similar to KPRS regarding the treatment of personal information;
- To any person to whom KPRS cede, delegate, transfer or assign any of our rights or obligations pertaining to products and/or services provided to the person or contracts concluded with the person;
- To any person who acts as legal guardian, executor of an estate, curator or in a similar capacity;

- To any person or persons who may be permitted by applicable law or that you may consent to, including persons or entities who may request such information to evaluate the creditworthiness of the person.

Your Rights regarding your Personal Information

A data subject (employee, contractor, supplier and/or customer) has the following rights to his/her personal information collected, processed and stored by KPRS:

- Right of access to and the right to rectify or update the personal information collected;
- The right to object at any time to the processing of the personal information in which event the consequences of the objection will be explained to the data subject.
- The right to request KPRS to no longer process the personal information of the data subject should the information not be required for further processing or by law.

General Conditions pertaining to Personal Information

KPRS accepts no liability whatsoever for any loss, damage (whether direct, indirect, special or consequential) and/or expenses of any nature whatsoever which may arise as a result of, or which may be attributable directly or indirectly from information made available on these pages or links, or actions or transaction resulting therefrom.

The Laws of the Republic of South Africa will govern all terms and conditions of any products and services contained in these pages. Should you request products or services through the KPRS Website you hereby consent and submit to the jurisdiction of the South African courts in regard to all proceedings, actions, applications or the like instituted by each party against the other, and in any way arising from any stated terms and conditions.

Last updated June 2022