

KPRS Privacy Policy relating to the Protection of Personal Information Act 4 of 2013

At KPRS, we are making the necessary changes to our business processes in anticipation of the commencement of the Protection of Personal Information Act (POPIA) on 1 July 2021.

We are committed to protecting the personal information of our clients by processing their information in a secure manner which complies with the requirements of the relevant law.

POPIA is principle-based legislation. It seeks to protect people from harm by protecting their personal information - giving effect to the constitutional right to privacy and regulating the way personal information may be processed. KPRS ascribes to the following **8 Conditions for lawful processing of personal information**

1. **Accountability:** KPRS must be accountable for the personal information it processes or holds in its possession.
2. **Processing limitation:** Personal information must be processed in a lawful and reasonable manner. The purpose for processing the information must be lawful, adequate, relevant and not excessive.
3. **Purpose specification:** The purpose for processing personal information must be specific, explicitly defined and lawful.
4. **Further processing limitation:** The reason for processing personal information further must be compatible with the original purpose of collection.
5. **Information quality:** We are required to take practicable steps to ensure that the personal information we process is complete, accurate, not misleading and updated.
6. **Openness:** Personal information must be processed in a way that allows the data subject to know what is happening to their personal information.
7. **Security Safeguards:** We must ensure that there are sufficient security safeguards in place to secure the integrity and confidentiality of the personal information in our possession.
8. **Data subject participation:** Data subjects have a right to access their personal information and to correct and update their personal information.

As such, KPRS will only provide employers with the information of applicants that is required to secure employment with prospective employers. We will not divulge any information to any third party.

Should you have any further questions please feel free to contact us at kathy@kprs.co.za.