



POPI POLICY

in terms of the Protection of Personal Information Act
(Act No. 4 of 2013)
for

INTELLIGENT PLACEMENT

Registration: 2013/169954/07

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Introduction

Intelligent Placement is a generalist Recruitment Agency with a mission to place professionals and skilled candidates who will make a significant contribution to the success of our client's business and assist applicants with career moves rather than just new jobs.

Intelligent Placement serve clients with recruitment needs across a broad spectrum and employment levels.

The Protection of Personal Information Act ('POPI') requires Intelligent Placement to inform our candidates as to how their Personal Information is used, disclosed and destroyed.

Intelligent Placement guarantees its commitment to protecting our candidates' privacy and ensuring their Personal Information is used appropriately, transparently, securely and in accordance with applicable laws.

This Policy sets out how Intelligent Placement deals with our candidates' Personal Information and in addition for what purpose said information is used for.

As a member of the Federation of African Professional Staffing Organisations (APSO), Intelligent Placement adheres to the APSO Code of Ethics and Codes of Professional Practice, which clearly stipulates how Personal Information can be used and shared. Before any candidate's Personal Information is shared with a third party, usually a client or potential employer, Intelligent Placement will obtain express permission from the candidate allowing us to do so.

APSO Membership Number: J026-5

By using Intelligent Placement's services, you are consenting to this privacy policy and the collection, use and disclosure of your personal information by Intelligent Placement as outlined in this privacy policy. If this privacy policy is not acceptable to you, please do not submit any of your personal information.

Information Collected

Intelligent Placement collects and uses personal information legally and expressly for the purpose of recruitment, employment, training and related human resource services.

Whenever possible, we will inform candidates what information they are required to provide us with and what information is optional.

Examples of the Personal Information we collect includes, but is not limited to:

- Identity number Name
- Surname
- Address
- Marital status
- How many dependents they have?

- Race
- Gender
- Disability
- Language
- Education
- Employment history
- Telephone numbers
- Email address
- Criminal / Credit history
- References
- Payslips

Any other information required by us in order to provide clients with an accurate analysis of the candidate seeking employment

Our clients are subject to the same regulations as we are subjected to.

Usage and Disclosure of Information

Internal staff will have access to candidates' Personal Information in order to process the information solely for the purpose for which it was collected and agreed. This may include:

- Recruitment, Selection and Placements
- Employment Credential and Verification Checks Reference Checks
- Skills Development Assessments
- Confirming, verifying and updating candidate details
- Conducting market or customer satisfaction research for audit and record keeping purposes
- In connection with legal proceedings
- Providing communications in respect of Intelligent Placement and regulatory matters that may affect clients
- In connection with and to comply with legal and regulatory requirements or when it is otherwise allowed by law.

Personal information will only be processed if certain conditions are met which are listed below:

- Consent is obtained from candidates during the recruitment and selection stage of our process in order to complete the candidate's profile and curriculum vitae
- Consent is obtained to submit details to a particular client, for a particular vacancy

Access to Information

Intelligent Placement may disclose candidates' Personal Information to our clients who have elected to use Intelligent Placements' services to source candidates for vacancies. We have agreements in place to ensure that they comply with confidentiality and privacy conditions.

We may share candidate Personal Information with third parties for reason of obtaining references or conducting education, credit or criminal verification.

We may disclose information to the extent necessary or appropriate to government agencies, advisors, and other third parties in order to comply with applicable laws, the service of legal process, or if we reasonably believe that such action is necessary to:

- Comply with the law requiring such disclosure
- Protect the rights or property of Intelligent Placement
- Prevent a crime or protect national security
- Protect the personal safety of the users or the public

We do not sell, trade, or rent candidate personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding positions and candidates with our business partners, trusted affiliates and clients for the purposes outlined above.

Storage and Security of Information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of personal information entrusted to Intelligent Placement.

Intelligent Placement makes use of electronic information processing. Information stored electronically is backed up and safely secured.

All employees of Intelligent Placement sign a confidentiality agreement to ensure that personal information is used exclusively for the purposes of recruitment and employment in accordance with this policy.

We will continuously review our security controls and processes to ensure that your Personal Information is secure.

Removing of Information

Intelligent Placement stores candidate information on record for a period of one (1) year from original submission, in order for the candidate to be considered for appropriate future employment opportunities.

After the one (1) year period, Intelligent Placement undertakes, as reasonable and practical to do so, to contact candidates to verify if the candidate is still in the market, and if so, to verify the accuracy of the information, and request permission to retain the information for a further one (1) year period. Candidates who do not wish their information to be kept, may request to have it removed from Intelligent Placement's database.

Should Intelligent Placement not be able to contact the candidate to request permission (i.e., in the event that candidate's contact details no longer function), the information will be deleted and destroyed.

Candidates can request their information be deleted prior to expiration of the one (1) year period, by completing Annexure A and email it to info@intelligentplacement.co.za

Policy Compliance

Breach/es of this policy could result in disciplinary action and termination of employment.

We reserve our right to change or amend our POPI Agreement in accordance with South African legislation from time to time and the onus is on the user to keep abreast of all changes and or updates that may occur.