

04.07.2018  
Approved

## PROTECTION OF PERSONAL INFORMATION ACT (POPI)

Adcorp Group of companies

### In terms of Section 18 of the POPI Act:

*Consent to process information - employees and candidates for employment collection, storage, retention and destruction of information:*

Personal details are used to comply with legislation as well as ensure that, in terms of the operational needs of the company, we have the information required to function both as an employer and as a business. Information given will only be used for the purposes for which it is collected (specified hereunder), will be stored securely and, in accordance with the Section 24.1.b. of the Companies Act, will be retained for a period of seven years after last entry unless a longer period of retention is required by other public regulation. Information will be destroyed after expiry of the legally required retention period or, where appropriate, retained for a longer period to continue with the purpose of recruitment or re-recruitment.

### Reasons as to why the information is required:

*Voluntary – requested for operational functions of the company:*

- Perform appropriate checks on job history, criminal record, educational / skills qualifications/registrations/licences as well as credit history where such is required and permitted by the National Credit Act
- Refer candidates for employment with client companies; or employ staff within our own environment
- Direct marketing regarding products and special offers that might become available to candidates/employees through the Adcorp Group. However, this particular purpose is a choice. The candidate/employee may opt out from having their information used for such a purpose.
- Ensure benefits are properly administrated (Healthcare, Retirement Funding etc.,)
- Ensure a timeous and accurate payroll function

*Mandatory – required by legislation:*

- Keep records in accordance with the Basic Conditions of Employment Act
- Report to government in terms of the Labour Relations Act, the Employment Equity Act, the Skills Development Act and the Employment Services Act, etc.,
- Pay over Skills Development Levies
- Pay over contributions in terms of the Unemployment Insurance Fund and the Compensation for Occupational Injuries and Diseases Act
- Occupational Health and Safety matters
- Pay over tax to the Receiver of Revenue

### Right to Object:

In terms of S11 (3) of the POPI Act, every data subject has the right to object to the processing of his or her personal information. In the event of such an objection a hold will be put on all such processing for that data subject and the proper process will take place in order to resolve the cause of the objection.

**Accuracy of information and onus:**

The Protection of Personal Information Act requires that all personal details supplied must be complete, not misleading, accurate and up to date. It must be properly maintained as well as protected. Whilst we, as a company, take responsibility for processing and protection of the information it is your responsibility as a data subject to ensure that the information is complete and accurate and that you advise us of any change of personal details so that it can be accurately maintained.

**Storage of information:**

Information will be stored electronically in a centralised data base, which, to widen the job seeking opportunities, will be accessible to the subsidiary companies in the Adcorp Group. Where appropriate, some information may be retained in hard copy. In either event, storage will be secure and audited regularly regarding the safety of the information. Where data is stored electronically out of the borders of South Africa, such is done only in countries which have similar privacy laws to our own or where such facilities are bound contractually to no lesser regulations than those imposed by POPI

**Permanent staff:**

Management, HR Practitioners, Payroll Department, Core Benefits Provider, Medical Aid/Cover provider, Retirement Funding Provider, Auditors, Legal Practitioners, Government Departments (e.g. Department of Labour).

**Candidates/Assignees:**

Management, HR Practitioners, Payroll Department, Core Benefits Provider, Medical Aid/Cover provider, Data Capturers, Account Managers, Auditors, Legal Practitioners, Government Departments (e.g. Department of Labour) and, specifically where the candidate or assignee is being referred for a position, client companies will be given sufficient information on which they can base their decision to employ.

**Payroll outsource:**

The processing of payroll is outsourced to an offshore company. Limited information is electronically transferred to that company but this information is used only for the purposes of accurate payroll function.

**Complaints:**

Complaints can be addressed to the Information Officer ([geraldineh@adcorpgroup.com](mailto:geraldineh@adcorpgroup.com)) or the Regulator appointed in terms of the POPI Act.

**Access to the information by the data subject:**

The subject of the personal information may request access to the information stored in order that they can assure themselves that the data is accurate.

I declare that all information supplied to the company/s is accurate, not misleading and complete and that I will advise the company of any change. I hereby give permission for my personal information to be collected, processed as stated above, stored securely and destroyed at the appropriate time. I acknowledge that I have supplied the personal information required, that I understand the purposes for which it will be used and am aware that it will be processed for these purposes and no other.