



Candidate Privacy Policy

Recruitment Consulting Services – Protection of Personal Information Act (POPIA) compliance

Through its Recruitment Consulting service offering, FvT HR Consulting is committed to protecting the privacy of all job seekers/candidates/applicants (referred to as “Candidate/s” in this policy) and the security of their Personal Information, which may be collected and/or processed as part of the application and overall recruitment process.

Reference to “FvT”, “we”, “us”, or “our” throughout this policy, refers to the company FvT HR Consulting (CC); the entity which processing your Personal Information as part of the recruitment process on behalf of our clients.

INTRODUCTION & OVERVIEW

The Protection of Personal Information Act 4 of 2013 (POPIA) aims to protect an individual's right to privacy regarding their Personal Information which may be collected by a third party during a normal commercial transaction. The Act seeks to bring South African law pertaining to the collecting and processing of personal data, in line with international data protection laws.

To comply with the relevant provisions in POPIA, FvT is legally required to inform Candidates who engage with us as to how we intend to use their Personal Information and also how such information will be protected from any Personal Information breaches whether internally or externally, deliberate or accidental.

This policy and compliance framework establishes measures and standards (as per the eight principles) within our business, for the protection and lawful processing of any Personal Information processed by us. This policy also aims to inform Candidates of their rights when it comes to privacy and the reasonable safeguarding of their Personal Information.

SCOPE

This policy applies to all prospective Candidates, having engaged with FvT for the purpose of seeking and securing potential employment opportunities with our clients.

All parties representing or acting on behalf of FvT including its Employees, Associates, Consultants etc. are required to comply with this policy, more specifically, adhere to the eight principles outlined below. All external service providers of FvT 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 the collection and/or processing of Candidates’ Personal Information.

POLICY PRINCIPLES

Principle 1 - Accountability

- FvT will take all reasonable steps to ensure that all Personal Information obtained from Candidates are stored safely and securely.
- Such information would generally include CV's, resumes, references, qualifications, background screening checks and any other Personal Information that may be obtained for the purpose of Candidate representation to clients for potential employment opportunities.

Principle 2 - Processing Limitation

- Personal Information is collected directly from Candidates as well as via other sources such as online recruitment platforms/job portals hosted by third party service providers whom FvT engages from time-to-time.
- Once a Candidate's personal information is in our possession, we will only use or release such information with the Candidate's expressed or implied consent, except where we are required to do so by law; in which case, the Candidate will be notified accordingly.

Principle 3 - Specific Purpose

- The Personal Information collected from Candidates allow FvT to represent them to our clients for the purpose of seeking and securing employment on their behalf.

Principle 4 - Limitation on further Processing

- FvT will only use a Candidate's Personal Information for the purpose it was originally collected and intended for (as outlined in Principle 3 above). Consent will be obtained from the Candidate should we wish process his/her personal information for reasons other than what the information was initially collected for.

Principle 5 - Information Quality

- FvT holds responsibility for ensuring that Candidate information is complete, up-to-date and accurate, before using the information.
- Candidates may be requested to update their information and/or confirm that such is still relevant (as required).
- To maintain and ensure the quality of information remains current, outdated personal information held on Candidates which is no longer relevant or needed by FvT, will in most instances be deleted from our records.

Principle 6 – Transparency & Openness

- Where Personal Information is collected from a source other than directly from a Candidate (e.g. online recruitment platforms/job portals, social media etc.), we are responsible for ensuring that the Candidate is made aware:
 - that their information is being collected; and
 - that FvT is collecting such information by providing the Candidate with details surrounding the specific reasons for collecting the information.

Principle 7 - Security Safeguards

- FvT undertakes to keep all Personal Information confidential and safe and to protect such information in accordance with the relevant requirements set out by POPIA. In doing so, we will endeavour to ensure that relevant internal measures are secure to protect the integrity of Personal Information, and to safeguard against the risk of loss, damage or destruction thereof.
- We will endeavour to ensure that Personal Information is also protected against any unauthorised or unlawful access or processing.
- We are committed to ensuring that the Personal Information of Candidates is only used for legitimate purposes, with the Candidate's consent, and only by authorised persons working with/for or on behalf of FvT.
- A Candidate's Personal Information will be retained by FvT only for the duration of the time needed to fulfil the purpose it was collected for.

Principle 8 - Participation of Individuals

- Candidates have the right to know any particulars of their Personal Information held by us, as well as the identity of any authorised persons with access thereto, working with/for or on behalf of FvT.
- Candidates are entitled to amend/correct any Personal Information about themselves which is currently held by us.

OPERATIONAL CONSIDERATIONS

Monitoring

The Employees, Associates and Consultants working with/for or on behalf of FvT HR Consulting, are responsible for administering and overseeing the implementation of this policy including all supporting guidelines, standard operating procedures, notices, consents and appropriate related documents and/or processes (as applicable). All individuals directly associated with us are to be trained according to their relevant functions, in the regulatory requirements, policies and guidelines that govern the protection of Personal Information.

Operating Controls

FvT will establish appropriate standard operating procedures that are consistent with the provisions of this policy as well as regulatory requirements in line with POPIA. This will include:

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

INFORMATION FOR CANDIDATES

As a Candidate of FvT through engaging and providing us with your Personal Information i.e. submitting your application, CV, resume, qualifications, or any other documents considered as Personal Information, you understand, acknowledge and agree to the following:

- You have read and understood this policy which outlines guidelines and provisions relating to the privacy of your personal information.
- You have no objection to us keeping your Personal Information on our database for future employment opportunities.
- You understand that you will be contacted by FvT for your consent, before sending your CV and/or application to a client for consideration in relation to a specific position or purpose.
- You acknowledge and confirm that the information you have provided to FvT is true, accurate and current.

In line with the above, voluntary authorisation has been granted to FvT, to process your personal information for recruitment-related purposes. This consent will remain effective until such time as you revoke such consent via instructions thereof and/or notifying FvT accordingly.

Your Rights:

As a Candidate, you are afforded certain rights as set out by POPIA and at no point, will you be subject to any form of disadvantage as a consequence of asserting such rights.

You have the right to:

- know what Personal Information we have about you, how that information is being used and when FvT will disclose such information;
- a copy of this policy which is available and can be obtained from our website (www.fvtconsulting.co.za);
- amend/correct any of your details which you can do by contacting FvT directly, via email to: recruitment@fvtconsulting.co.za.
- revoke the consent you have given to FvT in terms of this policy at any time. Your revocation should be in writing and addressed to recruitment@fvtconsulting.co.za.

Note: revoked consent is not backdated and will not affect any use of your Personal Information which has already been actioned by FvT.