

Prime Outsourcing (Pty) Ltd

T/A PRIME OUTSOURCING (PTY) LTD
REGISTRATION NUMBER: 2012/010408/07

EMPLOYEE PRIVACY NOTICE

Introduction

Prime Outsourcing (Pty) Ltd gathers and processes your Personal Information in accordance with this Privacy Notice and in compliance with the relevant Personal Information protection regulations and laws. This Notice provides you with the necessary Information regarding your rights and our obligations, and explains how, why and when we process your Personal Information.

Collection of your Personal Information

Prime Outsourcing (Pty) Ltd processes your Personal Information to meet our legal, statutory and contractual obligations and to enable us to recruit, employ and train you in the course of your employment with us. We will never collect any unnecessary Personal Information from you and do not process your Information in any way, other than as specified in this notice.

The Personal Information that we collect is

Date of Birth
Home Address
Personal E-mail
Home Telephone Number
Cellphone/Mobile Telephone Number
I.D. Number / Passport Number
Professional References
In certain cases, Permits and Visas
Financial Information
Photograph for inclusion with internal Curriculum Vitae
In certain cases, Special Category Personal Information (i.e. health/medical Information)

We collect Information in the following ways

Submitted Curriculum Vitae
Job Forums and Recruitment Agencies
Direct from Candidates and Employees
Electronic Vacancy Applications
Postal and E-mail Applications

How We Use Your Personal Information (Legal Basis for Processing)

Prime Outsourcing (Pty) Ltd takes your privacy very seriously and will never disclose, share or sell your Personal Information without your consent; unless required to do so by Law. We only retain your Personal Information for as long as is necessary and for the purpose(s) specified in this Notice. The purposes and reasons for processing your Personal Information are detailed below:

- We process your Personal Information in the performance of a Contract as your employer, to ensure that we meet our legal employer obligations and the requirements of employment law
- We process your Personal Information as part of our legal obligation for business accounting, payroll and tax purposes
- We process special category Personal Information about you as part of our employment obligations, to ensure that any disabilities and health conditions are known

Your Rights

You have the right to access any Personal Information that Prime Outsourcing (Pty) Ltd processes about you and to request Information about:

- What Personal Information we hold about you
- The purposes of the processing
- The categories of Personal Information concerned
- The recipients to whom the Personal Information has/will be disclosed
- How long we intend to store your Personal Information for
- If we did not collect the Personal Information directly from you, Information about the source

If you believe that we hold any incomplete or inaccurate Personal Information about you, you have the right to ask us to correct and/or complete the Information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your Personal Information or to restrict processing in accordance with the Personal Information protection Laws. Where applicable, you have the right to Personal Information portability of your Information.

If we receive a request from you to exercise any of the above Rights, we may ask you to verify your identity before acting on the request; this is to ensure that your Personal Information is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your Personal Information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Safeguarding Measures

Prime Outsourcing (Pty) Ltd takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your Personal Information. We work hard to protect you and your Information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

Transfers Outside the republic of south africa

Personal Information in the Republic of South Africa is protected by the PoPI Act but some other countries may not necessarily have the same high standard of protection for your Personal Information. Prime Outsourcing (Pty) Ltd does not transfer or store any Personal Information outside the Republic of South Africa, unless the written consent of the Data Subject / Employee is obtained.

Consequences of Not Providing Your Data

You are not obligated to provide your Personal Information to Prime Outsourcing (Pty) Ltd, however, as this Information is required for us to employ you, we will not be able to offer employment without certain Personal Information.

How Long We Keep Your Data

Prime Outsourcing (Pty) Ltd only ever retains Personal Information for as long as is necessary and we have strict review and Retention Policies in place to meet these obligations.

Special Categories Data

As your employer, we have a legitimate interest and, in some cases, a legal obligation to process certain special category Personal Information about you. This can include but is not limited to Information about health conditions.

Where we collect such Information, we do so under the PoPI Act (Sections 12 and 13). We will only request and process the minimum necessary for the specified purpose and ensure that the required protective measures and security is placed on all special category Personal Information.

Lodging a Complaint

Prime Outsourcing (Pty) Ltd only processes your Personal Information in compliance with this privacy notice and in accordance with the relevant Personal Information Protection Laws.

If, however you wish to raise a complaint regarding the processing of your Personal Information or are unsatisfied with how we have handled your Information please contact our Information Officer

Changes in this Policy

Prime Outsourcing (Pty) Ltd reserves the right to amend, alter and terminate this Policy at any time.

INFORMATION OFFICER DETAILS

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