



CANDIDATE CONSENT TO PROVIDE AND USE OF PERSONAL INFORMATION IN TERMS OF POPIA

Company Name: _____

Company Address: _____

“the Responsible Party”

Candidate Name and Surname: _____

Candidate ID/Passport Nr: _____

Why?

- As a company that will need to use, process, confirm and verify your information for potential employment, we need to gather certain information to be able to do so. If you would like to be considered for a potential position as per the companies' requirements, we need your permission in terms of the POPI Act to process, store and share that information.
- The information we collect will depend on the reasons for which it is collected and used. This might differ in our various interactions. We will only collect information that we need for that particular purpose and no more than necessary. We will also tell you what information you need to provide to us and what information is optional.

How?

- We will usually obtain information from you directly via different means but may from time to time also obtain publicly available information.
- Your information may be processed by third parties like regulators, our software providers or other suppliers and may be transferred cross border, for instance where we use cloud services to store data or if one of our own service providers are situated overseas.
- We will also have to confirm and verify information you provided by means of external verifications in regard to the following, but is not limited to: Previous employers, individuals as references provided, Educational Departments, Government institutions, medical institutions and Practitioners etc.

What?

We may collect the following information which includes, but is not limited to:

- information relating to the education or the medical, financial, criminal or employment history of the person;
- any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- the biometric information of the person;
- the personal opinions, views or preferences of the person;
- correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the person; and
- the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;
- information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person.
- personal information concerning a child.

Your Rights

You have a right not to share the information and/or to decline any usage of the information as detailed above, but in that instance, we cannot consider you as a potential candidate. You may contact us to enquire what information of yours we hold. You also have the right to correct your information or to request us to delete the information, unless the law states that we must hold the information. You have a right to revoke this consent. If you would like to contact us in relation to your information, please see our contact details on our website.

Declaration

I, _____, with ID/Passport No. _____ hereby provide consent to the Responsible Party to obtain and use my information as set out above and in any other documentation that may support this Consent Form.

Consent Signature of Candidate

Date

