

Privacy Policy

(Compiled in accordance with the Protection of Personal Information Act (Act no.2 of 2013))



Preamble

Sec 14 of the Constitution of the Republic of South Africa, 1996, provides that everyone have the right to privacy. The right to privacy includes a right to protection against the unlawful collection, retention, dissemination and use of personal information and at the same time, the right to access any information that is been held by another person and that is required for the exercise or protection of any rights. There is an inter-relationship between POPI and PAIA. The Protection of Personal Information Act (**POPI**) gives effect to the **right to privacy**. The POPI Act regulates the processing, collection, storage and disclosure of confidential information with justifiable limitations. The Promotion of Access to Information Act (**PAIA**) gives effect to the **right to access** of information.

The Protection of Personal Information Act, 2013 (the “POPIA Act”) provides for:

- the protection of Personal Information processed by public and private bodies;
- certain conditions so as to establish minimum requirements for the processing of Personal Information;
- to provide for the establishment of an Information Regulator to exercise certain powers and to perform certain duties and functions in terms of the POPIA Act and the PAIA Act;
- to provide for the issuing of codes of conduct;
- to provide for the rights of persons regarding unsolicited electronic communications and automated decision making;
- to regulate the flow of Personal Information across the borders of the Republic and,
- to provide for matters connected therewith.

Introduction

The Company, here after referred to as “AMT”, comprising of AMT Placement Services (Pty)(Ltd), AMT Africa Recruitment (Pty)(Ltd) & AMT Labour Solutions (Pty)(Ltd), is a professional People and HR Service Provider supplying and managing temporary and permanent recruitment solutions to various industry sectors in South Africa. AMT specialises in the supply of both local and international, vetted, quality blue and white-collar individuals. With one of the largest professional databases in the industry, driven by our wholly owned, licensed proprietary system ‘Cycad’, AMT is able to supply skilled temporary or permanent workers at short notice as well as a full spectrum of employment services. AMT has been operating since 1987, is a fully compliant BEE operation as well as independent, and privately owned.

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Topics

- What data do we collect?
- How do we collect data?
- How will we use the data?
- How do we store the data?
- Marketing
- What are the data protection rights of the “DS”?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact the appropriate authorities

What data do we collect?

The data AMT collects includes, but not limited to the following:

- Name/s and Surname
- Job title
- Contact information including physical and postal addresses, phone number and email address
- Id and/ or Passport No
- Tax Ref No
- Banking details
- Details of next of kin
- Equity Information
- Competences, skills, experience and education details, e.g. CV or resume, previous employments, qualifications
- Third party references, criminal record and financial background
- Medical information & Covid-19 status
- Other information necessary for our recruitment activities/ process.

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How do AMT collect data?

AMT collects Personal Information directly from the Data Source (via email, phone, or personally from the “DS”) as well as from other available sources to the extent relevant and permitted under the POPI legislation. Subject to POPI, we may collect data on the following ways;

- Voluntarily supplied by the Data Source
- “PI” supplied by our clients or our client’s clients
- Use/ view of our website via web browser's cookies

AMT will use the data to:

- render a service to employees, candidates, jobseekers, clients and for all recruitment activities related to the successful placement (full time / part time) of employees
- update employee/ candidate profiles on our central data base
- conduct staff / employee administration
- keep accounts and records
- to comply to legislation

How do AMT store the data?

AMT employs up to date technology to ensure the confidentiality, integrity and availability of all Personal Information under its care. Measures include:

- Firewalls
- Virus protection software and update protocols
- PVN – User access control & passwords
- Software – User access controls & passwords
- Secure setup of hardware and software making up the IT infrastructure

What are the data protection rights of the “DS”?

The Promotion of Access to Information Act (PAIA) gives Data Sources the right to access of information and records kept by AMT, and may at any time:

- Object to the processing of personal information in terms of the act by completing the “Objection to Process” form - Annexure (i)
- Request for correction or deletion of personal information or destroying / destruction thereof in terms of the act by completing the “Correction/Deletion/Destroying/Destruction form – Annexure (ii)
- Withdraw consent to process the “DS’s” personal information in terms of POPIA by completing the “Withdrawal of Consent” form – Annexure (iii)

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What are cookies?

Cookies are text files placed on a user's computer to collect standard internet log information and visitor behavioral information. When visiting a website, it may collect information from user / visitor automatically through cookies or similar technology.

What are the use of cookies?

Cookies are utilised for the following purposes:

- keeping the user/ visitor signed in
- understanding how a website is utilized and to build a profile of how users experience the website
- to enable certain features and functions on the website, e.g. remembering user id, favourite channel selections, browsing and other service preferences
- to improve the efficiency of the website

What types of cookies do AMT use?

There are a number of different types of cookies, however, our website uses functionality cookies in the background to keep users or visitor signed and to enable the them to follow links to view our E-Profile, Corporate video and to visit Google maps to find us.

How to manage cookies;

Most internet browsers provide users with the option of turning off the processing of cookies (please see the "help" section of the specific browser), but this may result in the loss of functionality, restrict use of the website and/or delay or affect the way in which it operates.

Visit allaboutcookies.org for more information regarding "cookies."

Privacy policies of other websites

Websites linked to AMT's website may generate cookies to gain information on the user's browser, device, IP address etc. or to track how many people have visited the website. AMT does not control these 3rd parties and is not responsible for the security of their websites or the content of their Personal Information & Cookie policies.

Changes to our privacy policy

AMT keeps its privacy policy under regular review and places any updates on AMT's official website.

How to contact the appropriate authorities

Users having questions about AMT's Privacy Policy, the data we hold or access there to may contact AMT on headoffice@amt.co.za or alternately the Deputy Information Officer:



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Name: Pam Naidoo

Physical Address: 16E Hertz Boulevard, Vanderbijlpark, 1911

Postal Address: P O Box 4115, Vanderbijlpark, 1900

Telephone Number: 086 11 11 268 or +27 16 980 5300

Email Address: pam@amt.co.za

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Annexure (i)

Objection to the Processing of Personal Information

Section 11(3) of The Protection of Personal Information Act, 2013 (ACT No. 4 OF 2013) & Regulations relating to the Protection of Personal Information, 2017 [Reg 2 (1)]

Note:

- * Affidavits or other documentary evidence in support of the objection must be attached.
- * If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
- * Ref No

A : Details of Data Subject

Name(s) and Surname / registered name of data subject: _____

Unique Identifier / Identity Number: _____

Residential, Postal or Business address: _____

Cellphone No: _____

Alt Contact Number(s): Code () _____

Fax Number or E-mail address: Code () _____

B : Details of Responsible Party

Name(s) and Surname / registered name of responsible party: _____

Residential, Postal or Business address: _____

Cellphone No: _____

Alt Contact Number(s): Code () _____

Fax Number or E-mail address: Code () _____

C : Reasons for Objection in terms of Sec [11(1)(d) to (f)]

(Provide detailed reasons for objection)

Signed at _____ this _____ day of _____ 20____.

Signature of Data Subject /
Designated Person

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Annexure (ii)

Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information

Section 24(1) of The Protection of Personal Information Act, 2013 (ACT No. 4 of 2013) & regulations relating to the Protection of Personal Information, 2018 [Reg 3(2)]

Note:

- * Affidavits or other documentary evidence in support of the objection must be attached.
- * If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

Mark the appropriate box with an "x":

Request for:

Correction or deletion of the personal information about the data subject, which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A : Details of Data Subject

Name(s) and Surname / registered name of data subject:

Unique Identifier / Identity Number:

Residential, Postal or Business address:

Cellphone No:

Alt Contact Number(s):

Code ()

Fax Number or E-mail address:

Code ()

B : Details of Responsible Party

Name(s) and Surname / registered name of responsible party:

Residential, Postal or Business address:

Cellphone No:

Alt Contact Number(s):

Code ()

Fax Number or E-mail address:

Code ()



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C : Information to be Corrected/ Deleted/ Destroyed / Destroyed

D : Reason for *Correction or Deletion of Personal Information about the Data Subject in terms of Sec 24(1)(a) which is in possession or under control of the Responsible Party; and/or reasons for *Destruction or Deletion of a Record of Personal Information about the Data Subject in terms of Sec 24(1)(b) which the Responsible Party is no longer Authorized to Retain

(Provide detailed reasons for the request)

Signed at _____ this _____ day of _____ 20____.

**Signature of Data Subject /
Designated Person**

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Annexure (iv)

Request for withdrawal of Consent to Process Personal Information

Section 24(1) of The Protection of Personal Information Act, 2013 (ACT No. 4 of 2013)

Note:

- * Affidavits or other documentary evidence in support of the objection must be attached.
- * If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
- * Ref No:

Mark the appropriate box with an "x":

Request for:

All the purposes I had provided my consent for; or

For only the following purposes:

State the purpose of withdrawal to be applied to:

A : Details of Data Subject

Name(s) and Surname / registered name of data subject:

Unique Identifier / Identity Number:

Residential, Postal or Business address:

Cellphone No:

Alt Contact Number(s):

Code ()

Fax Number or E-mail address:

Code ()



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B : Details of Responsible Party

Name(s) and Surname / registered name of responsible party: _____

Residential, Postal or Business address: _____

Cellphone No: _____

Alt Contact Number(s): Code () _____

Fax Number or E-mail address: Code () _____

C : Reason for * The Withdrawal of Consent to Process Personal Information about the Data Subject which is in Possession or under the Control of the Responsible Party

(Provide detailed reasons for the request)

I fully understand and agree that the withdrawal of my consent to any or all purposes, depending on the nature of my request, may result in the responsible party not being in a position to continue to provide services to me. However, I understand that AMT may continue to process my personal data where it has a legal obligation to continue to do so

Signed at _____ this _____ day _____ 20____.

Signature of Data Subject /
Designated Person