



POLICY ON THE PROTECTION OF PERSONAL INFORMATION (POPI) ACT.

LIGHTWORKERS SOLUTIONS AGENCY (PTY) LTD IS COMMITTED TO COMPLIANCE WITH, AND ADHERES TO, THE PROTECTION OF PERSONAL INFORMATION ACT (POPI) SOUTH AFRICA, AND CONFIRM THAT WE COMPLY WITH THIS LEGISLATION

Introduction

The POPI Act requires us to inform our data subjects (candidates/applicants) how we intend to use their information. We are also required to protect the information from any threats, internal or external, deliberate or accidental, to ensure business continuance. This policy provides a framework and measures within our company regarding the protection of individuals privacy. All employees are required to adhere to the eight guidelines provided below in this policy. Any external service provider 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 processing of personal information.

Principle 1 – Accountability

- We will take all reasonable steps to ensure that personal information obtained from candidates are stored safely and securely.
- This includes CV's, resumes, references, qualifications, background checks and any other personal information that may be obtained for the purpose of candidate representation.

Principle 2: Processing limitation

- Personal information is collected directly from candidates.
- Once in our possession we will only use or release candidate information with their consent, except where we are required to do so by law. In the latter case we will always inform the candidate.

Principle 3: Specific purpose

- The personal information collected from candidates allow us to represent them to our clients for the purpose of finding and securing employment.

Principle 4: Limitation on further processing

- We collect personal information for recruitment purposes.
- Personal information will not be processed in a way that is incompatible with the purpose for which the information was collected initially, unless the data subject has provided consent.

Principle 5: Information quality

- It is our responsibility to ensure candidate information is complete, up to date and accurate before we use it.
- We may need to request candidates, from time to time, to update their information and confirm that it is still relevant.
- If we are unable to reach a candidate for this purpose, their information will be deleted from our records.

Principle 6: Transparency/openness

- Where personal information is collected from a source other than directly from a candidate (job portals, social media) we are responsible to ensure that the candidate is aware:
 - That their information is being collected.
 - Who is collecting their information by giving them our details of the specific reason that you are collecting their information.



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Principle 7: Security safeguards

- We will ensure our internal measures is secure to protect the integrity of personal information, and guard against the risk of loss, damage or destruction thereof.
- Personal information must also be protected against any unauthorised or unlawful access or processing.
- We are committed to ensuring that information is only used for legitimate purposes with candidate consent and only by authorised employees of our agency. '

Principle 8: Participation of individuals

- Candidates are permitted to know any particulars of their personal information held by us, as well as the identity of any authorised employees of our agency that had access thereto.
- Candidates are entitled to correct any information held by us.
- The purpose of collecting your information is to enable Lightworkers Solutions Agency (Pty) Ltd to:
- Refer you to a client for employment by sending your CV containing personal information.
- Perform the required checks (reference checks, criminal record, qualifications, credit history etc.).
- Consequences of withholding consent or personal information:
- Lightworkers Solutions Agency (Pty) Ltd will not be able to assist you to find employment should you refuse to provide us with consent or withhold information.

Storage and retention and destruction of information

All personal information provided to Lightworkers Solutions Agency (Pty) Ltd will be held and/ or stored securely for the purpose of recruitment or re-recruitment. Once this information is no longer required, due to the fact that you no longer need Lightworkers Solutions Agency (Pty) Ltd to find you employment, such Personal Information will be safely and securely archived for a period of 5 years, as per the requirements of the Companies Act, 71 of 2008. Thereafter, all your personal information will be permanently destroyed.

OPERATIONAL CONSIDERATIONS:

Monitoring:

The employees of Lightworkers Solutions Agency (Pty) Ltd are responsible for administering and overseeing the implementation of this policy and, as applicable, supporting guidelines, standard operating procedures, notices, consents and appropriate related documents and processes. All employees and individuals directly associated with us are to be trained, according to their functions, in the regulatory requirements, policies and guidelines that govern the protection of personal information.

Operating controls

We shall establish appropriate standard operating procedures that are consistent with this policy and regulatory requirements. This will include:

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

Policy compliance

Any breach of this policy may result in disciplinary action and possible termination of employment.



FOR CANDIDATES:

By Submitting your information and application you hereby confirm:

1. That you have read and understood our POPI Policy;
2. That you have no objection to us retaining your personal information in our database for future matching;
3. Should suitable opportunities arise we will contact you and request your consent to submit your CV to a specific client for a specific purpose;
4. That the information you have provided to us is true, correct and up to date.