



Protection of Personal Information (POPI)

Permission

Viv Gordon Placements (Pty) Ltd

Registration Number: 1999/018041/07

The POPI Act requires us to inform our data subjects (candidates/applicants) of how we intend to use their information and for them to consent to the processing of their Personal Information, as the term is defined in the POPI Act.

You can request access to the information we hold about you at any time and if you think that we have outdated information, please request us to update or correct it.

Our Information Officer's Contact Details	
Name:	Viv Gordon
Contact Number:	(w) 021 422 1037 (Mobile) 0828928916
Email Address:	viv@vgp.co.za

We will take all reasonable steps to ensure that Personal Information obtained from candidates is 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.

The purpose of collecting your information is to enable Viv Gordon Placements (Pty) Ltd to:

- Refer you to a client for employment by sending your CV and other relevant documents containing Personal Information.
- Perform the required checks (reference checks, criminal record, qualifications, credit history and the like).
- Contact, engage with and confirm any references.

Consequences of withholding consent and/or Personal Information:

The assistance and service Viv Gordon Placements (Pty) Ltd provides in connecting candidates to employers will be limited should you withhold consent and/or information required in order to secure employment.

Storage, retention and destruction of information

All Personal Information provided to Viv Gordon Placements (Pty) Ltd will be held and/or stored securely for the purpose of recruitment or re-recruitment.



By sending us your application, CV, resume, qualifications, or any other document that falls under Personal Information, you acknowledge and/or agree to the following:

- You have read and understood our POPI Policy;
- You have provided consent to us to keep your Personal Information on our database for purposes of recruitment and re-recruitment;
- We will contact you and obtain consent before sending your CV and other relevant Personal Information to a client for a specific position or purpose; and
- You have provided us with accurate and up-to-date information.

All Personal Information shall be retained for a period of 8 (eight) years, unless consent is revoked earlier, or consent is provided in writing for further retention.

Upon expiry of the retention period, Personal Information shall be securely destroyed and no longer identifiable.

Your rights:

- Right to know what information we have, how that information is being used and when Viv Gordon Placements (Pty) Ltd will disclose that information.
- A copy of our policy is available and can be obtained from our website, wherein all the above information is made available.
- Right to correct your details - Viv Gordon Placements (Pty) Ltd endeavours to keep your information up to date. Should any of your details change, please notify us of same so that our records are as accurate as possible.
- Right to revoke consent - You may revoke your consent given to us in terms of this form at any time. Your revocation should be in writing and addressed to **recruit@vgp.co.za**
- Revoked consent is not backdated and will not affect any use of your information already made.

Declaration and informed consent:

- I declare that all Personal Information supplied to Viv Gordon Placements (Pty) Ltd is accurate, up to date, is not misleading and that it is complete in all respects.
- I undertake to immediately notify Viv Gordon Placements (Pty) Ltd in writing of any changes to my Personal Information, should any of these details change.
- I furthermore give Viv Gordon Placements (Pty) Ltd permission to process my Personal Information, as provided in this form, and acknowledge that I understand the purposes for which it is required and for which it will be used.

Having regard and acknowledging the above,

I, _____ ID: _____

Hereby furnish Viv Gordon Placements (Pty) Ltd with consent to do the following in order to enable the said Viv Gordon Placements (Pty) Ltd to carry out its mandate on my behalf:



1. to represent me in seeking employment;
2. when required, to edit and/or reformat my CV before submitting to a potential employer;
3. to perform Education, Credit, ID and Criminal checks on me, should these be required for the employment application process;
4. to submit my current salary slip and/or desired salary to a potential employer;
5. to retain my records for a period of 8 years; and
6. to confirm the references I have provided and/or obtain references from the referees I have provided (including information relating to my reporting structure, length of service and my specific job, as well as how I perform my job in terms of relationships with colleagues and clients, my seniority with regard to management and leadership ability, ability to make decisions and ability to handle difficult situations, specific technical questions, skillset questions, how I work under pressure and respond to criticism, my ability to perform the role to which I am applying, my work ethic, integrity, punctuality, reliability, responsibility, proactiveness, innovative ability, attention to detail, ability to meet deadlines).

I understand that Viv Gordon Placements (Pty) Ltd is a recruitment agency that collects, processes, discloses and stores Personal Information for the specific purpose of recruitment and re-recruitment, and that it will not disclose any of my Personal Information to any third party, without my prior consent, which consent is voluntarily granted by my signature hereof.

SIGNED _____ DATE: _____

WITNESS _____ DATE: _____