

iStaff (Pty) Ltd – Policy on the Protection of Personal Information (POPI) Act.

PERMISSION TO USE YOUR INFORMATION:

By sending us your application, CV, resume, qualifications, or any other document that falls under personal information, you agree to the following:

- You have read and understood our POPI Policy
- You have no objection to us keeping your personal information on our database for future positions
- We will contact you and obtain consent before sending your CV to a client for a specific position or purpose
- You have provided us with accurate and up-to-date information

By agreeing to the terms of this form, I hereby voluntarily authorise iStaff (Pty) Ltd to process my personal information (it includes my name, physical address, ID number and any other information I have provided). Processing shall include the receipt, recording, organising, ordering, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as blocking, degradation, erasure or destruction of information.

This consent is effective immediately and will be terminated upon instructions from you, the candidate.

I furthermore take note that by supplying iStaff (Pty) Ltd with the above-mentioned information, I consent to them using the information for recruitment purpose pertaining to this matter.

Your rights:

- Right to know what information we have, how that information is being used and when iStaff (Pty) Ltd will disclose that information.
- A copy of our Privacy Policy is available and can be obtained from [our website](#), wherein all the above information is made available.
- Right to correct your details - iStaff (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 info@istaffrecruitment.co.za.
- Revoked consent is not backdated and will not affect use of your information already made.

Declaration and informed consent:

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

I hereby agree to the above and confirm I have read and understood the policy *X is accepted as confirmation to these terms.*
I give consent to iStaff (Pty) Ltd to use my information to find me suitable employment
I am aware that my personal information will be kept securely for up to 5 years

Name and Surname

Signature

Dated

