

Privacy notice for candidates

How we collect, use and protect your personal information. Effective date: [DD Month YYYY]

THE SHORT VERSION

- ◆ We collect your details and CV only to help you find a finance job.
- ◆ We never send your CV to an employer without speaking to you first.
- ◆ We don't sell your information.
- ◆ You can ask to see, correct or delete your information at any time.
- ◆ If you're unhappy, you can complain to us or to the Information Regulator.

1. Who we are

CrediRisk Recruitment is a trading name of **CrediRisk (Pty) Ltd** (registration number [0000/000000/07]), a South African recruitment agency that recruits for finance roles. In this notice, "we", "us" and "our" mean CrediRisk Recruitment. "You" means anyone who sends us a CV, applies for a job through us, or whom we contact about a job.

Under the Protection of Personal Information Act, 2013 (POPIA), we are the *responsible party* for your personal information. This means we decide how it is used and we are responsible for protecting it.

INFORMATION OFFICER

[Full name]

PHONE

+27 64 755 7402

EMAIL

admin@credirisk.co.za

ADDRESS

Boksburg, South Africa

2. What information we collect

We only collect what we need to help you find work. This may include:

- **Contact details:** your name, email address, phone number and where you live.
- **Your CV and career details:** work history, qualifications, professional memberships (such as SAICA, CIMA, ACCA or SAIPA), skills, the systems you use, salary and notice period.

- **Job preferences:** the roles, areas and salary you are looking for.
- **Identity details:** your ID or passport number, and work permit details if you are not a South African citizen. We ask for these only when an employer is ready to make you an offer or needs checks done.
- **Interview notes and references:** our notes from talking to you, and feedback from referees you have named.
- **Check results:** the results of qualification, criminal record or credit checks, but only if you agree to them in writing first (see section 4).
- **Website information:** basic technical information when you use our website, such as your browser type and the pages you visit.

3. How we get your information

- From you, when you send us your CV, fill in our form, email or speak to us.
- From job sites and professional networks (such as LinkedIn) where you have made your profile available to recruiters.
- From referees you have named, and from employers you have interviewed with.
- From verification and screening companies, only with your written consent.

4. Sensitive information

POPIA gives extra protection to some kinds of information, called *special personal information*. We only collect it where the law allows it, and only when it is needed for a specific job:

- **Race:** some employers must report on race (and gender) under the Employment Equity Act. Telling us is voluntary, and you can choose not to.
- **Disability:** only if you choose to tell us, so that an employer can make reasonable arrangements for you.
- **Criminal records:** many finance roles require a criminal record check. We only run one with your written consent, and only for a role you have agreed to be put forward for.

Credit checks are also common for finance roles. We only arrange one with your written consent, and only where good financial conduct is part of the job.

Our services are for adults. We do not knowingly collect information about anyone under 18.

5. Why we use your information

What we do	Why we're allowed to (POPIA section 11)
Read your CV and match you to finance jobs	You asked us to help you find work, and agreed to this when you sent your CV
Contact you about jobs that suit you	Your consent, and our legitimate interest in running a recruitment service

What we do	Why we're allowed to (POPIA section 11)
Send your CV to an employer for a specific job	Your consent, which we get each time before we send it
Arrange interviews and pass on feedback	To take the steps you asked for to be considered for a job
Run checks (qualifications, criminal record, credit)	Your written consent for each check
Keep records and meet our legal duties	To comply with the law, for example tax and employment laws
Send you job alerts or our newsletter	Only if you have opted in. You can unsubscribe at any time

We do not make decisions about you using only automated systems. A person always reviews your CV.

6. Do you have to give us your information?

No. Giving us your information is voluntary. But if you don't give us your contact details and CV, we can't help you find a job. If you don't agree to checks an employer needs, we may not be able to put you forward for that role.

7. Who we share it with

We don't sell your information. We only share it with:

- **Employers:** only for a specific job, and only after we have spoken to you and you have agreed.
- **Verification and screening companies:** to run checks you have agreed to.
- **Our service providers:** companies that host our website, email and files. They may only use your information to provide their service to us, and must keep it safe.
- **Authorities:** when the law requires us to.

8. Information stored outside South Africa

Some of our service providers, such as our website host and email provider, may store information on servers outside South Africa. We only use providers in countries with similar data protection laws, or providers who are bound by contract to protect your information to the standard POPIA requires (POPIA section 72).

9. How long we keep it

We keep your information for **[24 months]** after you last contacted us or we last contacted you. After that, we delete it or remove anything that identifies you, unless the law requires us to keep it longer. If you are placed in a job, we keep the records we need for our contract with the employer and for tax purposes. You can ask us to delete your information sooner.

10. How we keep it safe

We protect your information with secure, password-protected systems, encrypted connections on our website, and access limited to staff who need it. If we believe your information has been accessed by someone who shouldn't have it, we will tell you and the Information Regulator as soon as reasonably possible, as POPIA section 22 requires.

11. Your rights

Under POPIA you have the right to:

- **Know** whether we hold information about you, and ask for a copy (section 23).
- **Correct** information that is wrong, out of date or incomplete (section 24).
- **Delete** information we no longer have a reason to keep (section 24).
- **Object** to us using your information, including for job alerts (section 11(3)).
- **Withdraw your consent** at any time. This doesn't affect anything we did before you withdrew it.
- **Complain** to the Information Regulator (section 74).

To use any of these rights, email our Information Officer at admin@credirisk.co.za. We may ask you to prove who you are before we act. We will respond within a reasonable time, and within 30 days where possible. Asking for a copy of your information is free. More detail on access requests is in our PAIA manual, which you can ask us for.

12. How to complain

Please talk to us first, so we can try to put it right. If you're still unhappy, you can complain to the Information Regulator:

THE INFORMATION REGULATOR (SOUTH AFRICA)

Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191

GENERAL ENQUIRIES

enquiries@inforegulator.org.za · 010 023 5200

COMPLAINTS EMAIL

POPIAComplaints@inforegulator.org.za

WEBSITE

inforegulator.org.za

13. Our website and cookies

Our website uses only the cookies it needs to work and to protect our forms from spam. We don't use advertising cookies. Information you send through our CV form is sent over an encrypted connection.

14. Changes to this notice

We may update this notice from time to time. The latest version will always be on our website, with the date it took effect at the top.