

## PRIVACY POLICY

### Abantu Staffing Solutions (Pty) Ltd.'s Privacy Commitment & Accountability

At Abantu Staffing Solutions (Pty) Ltd., we are committed to protecting the privacy of personal information that you give to us.

This document is to inform you of how we at Abantu Staffing Solutions (Pty) Ltd. collect use and disclose your personal information for our recruitment, flexible staffing and training/certification businesses.

Abantu Staffing Solutions (Pty) Ltd. is accountable for the personal information you have supplied to us.

Our employees are informed about the importance of privacy and each is responsible for the personal information within his or her control.

Our Information and Compliance Officer is responsible for coordinating our compliance with both all relevant laws.

### Your Personal Information

Generally, personal information is any piece of information, factual or subjective, about an identifiable individual. Some examples of the types of personal information that may be held by Abantu Staffing Solutions (Pty) Ltd. includes your name, address, date of birth, contact details, qualifications, education, work history, skills, aptitudes, resumé, salary/benefit information, information derived from background checks such as criminal and credit record, banking details, driver's license number and information about your hobbies and interests.

It will also include information we derive about you through the administration of skills, personality or aptitude testing

### Purposes for Which We Collect Personal Information

Abantu Staffing Solutions (Pty) Ltd. provides recruitment services that respond to the needs of both employers ("Clients") and applicants by helping to place the right person in the right position.

Personal Information supplied by you is used by us to consider and evaluate your qualifications for either permanent or temporary employment with Abantu Staffing Solutions (Pty) Ltd. or one of our Clients.

For individuals who are hired by Abantu Staffing Solutions (Pty) Ltd., and for temporary staffing arrangements, we also collect information to provide payroll services.

For those becoming permanent employees of Abantu Staffing Solutions (Pty) Ltd., we also collect information about you and your beneficiaries as required to enrol in our benefits programs.

We collect only what we need for those purposes.

**Head Office: East London**

**Physical Address:** 8 Suffolk Road, Berea  
East London, 5241  
**Contact Number:** 043 721 2299  
**Fax Number:** 043 726 0396

**Port Elizabeth Branch:**

**Contact Number:** 041 450 5600  
**Fax Number:** 086 292 7796

## How We Collect Personal Information

Abantu Staffing Solutions (Pty) Ltd. collects your personal information, for the identified purposes, in a number of ways, including:

- when you provide information by phone or in documents such as an application form or a resumé; this may be via e-mail or delivery of hard copy of such information.
- through interviews with you in person or by telephone;
- by contacting the individuals that you have nominated as your references ("Referees");
- from Clients to whom services are supplied as part of our temporary staffing business;
- through the administration and assessment of the results of aptitude tests and the interpretation of the results of such tests.
- we may collect Web Site visitors' contact information (like their e-mail address).

## How We Use Your Personal Information

Abantu Staffing Solutions (Pty) Ltd.'s employees will use personal information about you to assess your suitability for permanent or temporary positions with Abantu Staffing Solutions (Pty) Ltd. or with its Clients.

We will disclose your personal information to Clients for the purposes of attempting to recruit you to specific positions that we feel you may be suited to, and/or for supplying your services to Clients as a temporary field staff worker.

The personal information disclosed to Clients will be all the personal information required to make an informed decision.

We may also disclose your personal information to the following parties outside of Abantu Staffing Solutions (Pty) Ltd.:

- organisations that provide essential services to Abantu Staffing Solutions (Pty) Ltd. such as organisations to whom certain business functions or processes may be outsourced. We will endeavour to ensure that any such organisations will protect the personal information we supply to them in keeping with privacy laws;
- your referees in making enquiries;
- your financial institution and others relating to your remuneration and benefits;
- government bodies or law enforcement agencies as required/authorized by law;
- organisations and government agencies that provide background checks, including credit, criminal and education background checks;
- any other person or organisation not referred to above where you have given us specific consent to share your personal information with such person or organisation

Personal information collected from Web Site visitors may be used to send news, information about Abantu Staffing Solutions (Pty) Ltd. and promotional material that we believe may be useful to you, while also analysing this data for trends and statistics.

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## Cookies

"Cookies" are a standard for storing small pieces of data on a web client (i.e. the web browser on your computer). Any web server (including this one) may:

- store one or more cookies in your browser; or
- request your browser to transmit the data to the web server.

This Web Site may store cookies on your web client in order to better serve you upon your subsequent visits to this Web Site.

By using cookies, web sites can track information about visitors' usage of the site, provide customized content, or even the use of password protection.

Note that some browsers can be configured to allow cookies to be accessed by servers other than the originating server.

Please note that most web browsers can also be configured to notify the user when a cookie is received, allowing you to either accept or reject it. For further information about working with cookies:

- for Internet Explorer, visit [www.microsoft.com](http://www.microsoft.com); and
- for Netscape Navigator, visit [www.netscape.com](http://www.netscape.com).

Note that the servers listed above may also cause a cookie to be stored on your computer. If you are using a browser not listed above, please consult your documentation or the manufacturer.

## Consent

We seek and confirm your consent to use your personal information as set out above at the time we first collect your personal information.

If you subsequently supply further personal information it is assumed the consent we originally received is applicable to personal information supplied at a later time, provided the purposes are the same as have been identified in this document or by a Abantu Staffing Solutions (Pty) Ltd. representative.

Consent may be expressed (in writing or verbally), or it may be implied, such as when you send us unsolicited personal information, in paper copy or electronically.

Your consent can be withdrawn if you notify our Information and Compliance Officer in writing.

If you have received this form in hard copy, we will ask you to sign one copy signifying your consent.

If you receive this via e-mail, as a reply to the receipt of unsolicited personal information, your consent will be presumed and you do not need to return anything.

If you do not wish to have your personal information used for a particular purpose or you do not wish to receive mailings, you can e-mail us to notify us of your wishes.

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Our practice is that if we wish to collect Personal Information via the Internet about you (such as name, contact information or other registration information), Abantu Staffing Solutions (Pty) Ltd. will:

- Expressly ask you for that Personal Information;
- Tell you how we intend to use that Personal Information if you choose to give it to us when we request for it. For instance, we may wish to use that Personal Information to personalise and tailor our information, services or products for you; to identify who we are communicating with; or, to inform you of further information relating to our services or products, or to this Web Site;
- Not share your Personal Information with persons or entities unless in accordance with this Privacy Code;

**You can Access Your Personal Information**

You have a right to access the personal information that we retain about you, subject to some exceptions provided by law, how we use it and how to whom it has been disclosed.

If you would like to do so, please let us know. For security reasons, you will be required to put your request in writing.

Further, you may be charged a small administrative fee for searching for and providing access to your information. We will advise you of the fee at the time of your request.

You should address any request for access to our Information and Compliance Officer.

**Safeguarding Information**

We will take appropriate measures to ensure that personal information you have supplied is stored securely, whether in electronic form or otherwise.

Unfortunately, no data transmission over the Internet can be guaranteed as totally secure. Accordingly, although Abantu Staffing Solutions (Pty) Ltd. strives to protect such information, Abantu Staffing Solutions (Pty) Ltd. cannot ensure or warrant the security of any information you transmit to us or from our online products or services and you do so at your own risk.

Once we receive your transmission, we will take reasonable steps to preserve the security of this information in our own systems.

If you have a login name and/or password for use in conjunction with our Candidate Database Registration web site, you are entirely responsible for the maintenance of the confidentiality of that login name and/or password. Furthermore, you are entirely responsible for any and all activities that occur under your login name. You agree to immediately notify Abantu Staffing Solutions (Pty) Ltd. of any unauthorised use of your login name and/or password or any other breach of security known to you.

**Information Retention**

We rely upon you to notify us of any changes in your personal information that you consider important, in order that we can keep your personal information up to date. Where we determine that your personal information is no longer required for any purpose we have identified to you, we will take reasonable steps to ensure that it is disposed of in a secure manner or rendered anonymous. Some personal information must be retained for specific periods to comply with various laws.

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## Concerns

You have the right to complain to us if you feel we have collected, used, or disclosed your personal information in an improper way. You may do so by lodging a complaint in writing with our Information Officer, and you will be entitled to a response within a reasonable timeframe. If you feel further action is required to address your complaint, you may seek the involvement of the Privacy Commission.

## How to Contact Us

We also will, upon request, make available specific information about our privacy policies, practices and procedures. You can raise concerns and initiate the steps to gain access to your personal information by writing to our Information Officer, at our Head Office in East London:

Information and Compliance Officer: Michelle Labuschagne | [informationofficer@abantusolutions.co.za](mailto:informationofficer@abantusolutions.co.za)