Consent And Acknowledgment In Terms Of The Protection Of Personal Information Act 4 Of 2013 (POPIA)

Lifting Placements - including its wholly owned subsidiaries (hereinafter referred to as "the Company")

Introduction
The Protection of Personal Information Act (POPIA) aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPIA requires that personal information pertaining to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy.

This notice and consent form sets out how personal information will be collected, used and protected by Lifting Placements as required by POPIA. The use of the words "the individual" for the purposes of this document shall be a reference to any individual communicating with Lifting Placements and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

What is personal information?
The personal information that Lifting Placements requires relates to and is not limited to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

What is the purpose of the collection, use and disclosure (the processing) of personal information?
• Find you employment and to this end, make your information available for searching and matching to job opportunities across the company with the intention of presenting you as a match to the client companies of the company;
• Perform appropriate checks on job history, criminal record, educational/ skills qualifications/ registrations/ licenses as well as credit history,
• Refer you as a candidate for employment with client companies or employ you as staff within our own environment;
• Notify you of the company's various goods, services and offerings using various mediums and platforms, subject always to your right at any time to opt out of such communication; and/ or
• Perform its various recruitment, human resource and capital operations, as well as ensure timeous and accurate payroll functions; and/ or the proper administration of your employment benefits such as healthcare and/ or retirement funding.

Lifting Placements will not process personal information for a purpose other than those which are identified above without obtaining consent for further processing beforehand.

Lifting Placements may also use and disclose personal information for the purposes of providing personal information to third(3rd) parties who demonstrate an interest in either employing or making use of the services provided by an individual, in circumstances where the individual has indicated in the clause below, that he/she would like his/her details made available to potential employers or clients.

Lifting Placements specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or benefits. Further, please note that the revocation of consent is not retroactive and will not affect disclosures of personal information that have already been made.

In order to withdraw consent, please contact the info@liftingplacements.co.za

Where personal information has changed in any respect, the individual is encouraged to notify Lifting Placements so that our records may be updated. Lifting Placements will largely rely on the individual to ensure that personal information is correct and accurate.

The individual has the right to access their personal information that Lifting Placements may have in its possession and is entitled to request the identity of which 3rd parties have received and/or processed personal information for the purpose.

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Please note, however, that any request in this regard may be declined if:

• The information comes under legal privilege in the course of litigation,

• The disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,

• Giving access may cause a third party to refuse to provide similar information to Lifting Placements,

• The information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,

• The information as it is disclosed may result in the disclosure of another person's information,

• The information contains an opinion about another person and that person has not consented, and/or

• The disclosure is prohibited by law.

Sharing of Information:
• Your Personal Information will be stored electronically in a centralised database, which to widen the job seeking opportunities, will be accessible to the Company's subsidiary companies. In particular, the following persons or departments within the Company will have access, under strict confidentiality, to your Personal Information:
• Recruiters: All recruiters and recruitment related roles within the Company.
• Permanent Staff: Management, HR Practitioners, Payroll Department, Core Benefits Provider, Medical Aid/ Cover Provider, Retirement Funding Provider, Auditors, Legal Practitioners, Government Departments (e.g. Department of Labour).
• Candidates/Assignees: Management, HR Practitioners, Payroll Department, Core Benefits Provider, Medical Aid/ Cover Provider, Data Capturers, Account Managers, Auditors, Legal Practitioners, Government Departments (e.g. Department of Labour) and specifically, where the candidate or assignee is being referred for a position, client companies will be given sufficient information on which they can base their decision to employ.

Requesting access and lodging of complaints
Please submit any requests for access to personal information in writing to Lifting Placements info@liftingplacement. co.za

With any request for access to personal information, Lifting Placements will require the individual to provide personal information in order to verify identification and therefore the right to access the information. There may be a reasonable charge for providing copies of the information requested. If any request has not been addressed to satisfaction a complaint may be lodged at the office of the Information Regulator at POPIAComplaints.IR@justice.gov. za.

Indemnify:
You indemnify Lifting Placements against all claims, actions, suits, liabilities, costs and expenses incurred on any count as a result of listing your CV on the company's data base

Declaration
I give consent to Lifting Placements and 3rd parties stated above to process my personal information and those that I act as an authorized signatory on their behalf.

By submitting this consent, I acknowledge that Lifting Placements and/or any of its affiliates will be processing the personal information included in this notice. The processing of such information will be carried out in accordance with the law and in a proper and careful manner in order to not intrude upon the privacy of the data subject to an unreasonable extent. By submitting this consent, I agree that the purpose for the collection of the personal information as stated above is adequate, relevant and not excessive. The parties specifically record that all personal information processed shall be confidential information and shall be treated as such by the parties involved respectively. By completing, accepting and signing this notice, the authorised signatory confirms that the guidelines for this notice have been read and understood.