



**Believe Resourcing South Africa (Pty) Ltd**

## **PRIVACY NOTICE**

### **1. Introduction**

We recommend you read this Privacy Policy so that you understand our approach towards the use of your Personal Information. By submitting your Personal Information to us, you will be treated as having given your permission – where necessary and appropriate – for disclosures referred to in this Policy. By using this web site, you acknowledge that you have reviewed the terms of this Privacy Policy and agree that we may collect, use and transfer your Personal Information in accordance therewith.

If you do not agree with these terms, you may choose not to provide any Personal Information but this may impact on our ability to support you as a customer or supplier. This Privacy Policy forms part of our Terms and Conditions of Use and such shall be governed by and construed in accordance with the laws of South Africa. This Policy explains how we obtain, use and disclose your personal information, as is required by the Protection of Personal Information Act, 2013 (POPI Act). At **Believe Resourcing South Africa (Pty) Ltd** we are committed to protecting your privacy impact and to ensure that your Personal Information is collected and used properly, lawfully and openly.

### **2. Definition of Personal Information**

According to the POPI Act “Personal Information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. The POPI Act, which has more specific examples if you need them, can be found at the following link:  
[www.gov.za/documents/download.php?f=204368](http://www.gov.za/documents/download.php?f=204368)

### **3. Collection of Personal Information**

We collect and process your Personal Information mainly to provide you with access to our services and products, to help us improve our offerings to you, to support our contractual relationship with you and for certain other purposes explained below. The type of information we



collect will depend on the purpose for which it is collected and used. We will only collect information that we need for that purpose.

We collect information directly from you where you provide us with your personal details, for example when you purchase or supply a product or services to or from us or when you submit enquiries to us or contact us. Where possible, we will inform you what information you are required to provide to us and what information is optional.

Examples of information we collect from you are:

- name
- address
- email address
- telephone/cell number
- user-generated content, posts and other content you submit to our web site

We also collect information about you from other sources as explained below.

With your consent, we may also supplement the information that you provide to us with information we receive from other companies in our industry in order to offer you a more consistent and personalized experience in your interactions with **Believe Resourcing South Africa (Pty) Ltd.**

If the data has not been collected directly from the data subject, the source of collection will be provided together with name and address of the party. The purpose of collection will be provided.

Some of the reasons why we collect your information may be for:



- Identifying and evaluating candidates for potential employment, as well as for future roles that may become available;
- maintaining records in relation to recruiting and hiring;
- ensuring compliance with legal requirements, including those relating to public health and workplace safety;
- fostering our diversity and inclusion programs and practices;
- conducting background checks, including, to the extent permitted by applicable law, and if you receive an offer from us, criminal history checks;
- protecting our legal rights to the extent authorized or permitted by law; and
- protecting the workplace and communicating with medical professionals, law enforcement, or other public authorities in the event of an emergency or public health event, such as when the health or safety of you or one or more individuals may be endangered, including, to the extent permitted by applicable law, sharing data about the status of an infection, test results, and vaccination status.
- We may also use your personal data for analytics purposes, including in aggregated/pseudonymized form, to improve our recruitment and hiring process and augment our ability to attract successful candidates
- We will also use your Personal Information to comply with legal and regulatory requirements or industry codes to which we subscribe or which apply to us, or when it is otherwise allowed by law.
- Make your information available for searching and matching to job opportunities with the intention of presenting you as a match to the client companies and recruitment agencies
- Verify your information so that you can be added to a database of qualified candidates
- Perform appropriate checks on job history, criminal record, educational/ skills qualifications/ registrations/ licenses as well as credit history, where such is required and is permitted by the relevant legislation;
- Process your personal information for legitimate and business related purposes

**Believe Resourcing South Africa (Pty) Ltd**

**Telephone:** +27 (0) 83 570 8398 **Email:** [angie@believeresourcing.com](mailto:angie@believeresourcing.com)

**Director:** Angie Shamley

**Reg. No.** 2018/069562/07



We will use your Personal and Non-Personal Information only for the purposes for which it was collected or agreed with you. We will not use your personal information for any purpose, other than that which we disclosed to you herein, unless you give us your express written permission to do so, or unless we are permitted/required to do so, by law, f or example:

- Collect information about the device you are using to view the site, such as your IP address or the type of Internet browser or operating system you are using, and link this to your Personal Information so as to ensure that the site presents the best web experience for you
- For audit and record keeping purposes
- For market research purposes
- For monitoring and auditing site usage
- Personalise your website experience, as well as to evaluate (anonymously and in the aggregate) statistics on website activity, such as what time you visited it, whether you've visited it before and what site referred you to it
- To assist with business development
- To carry out our obligations arising from any contracts entered into between you and us
- To conduct market or customer satisfaction research or for statistical analysis
- To confirm and verify your identity or to verify that you are an authorised customer for security purposes
- To notify you about changes to our service
- To respond to your queries or comments

We may process, transfer and disclose your personal information for the purposes of:

- Assisting in improving our services. Note that, as permitted by the ECT Act, the platform may use personal information collected to compile profiles for statistical purposes and trade in these profiles. No information contained in the profiles or statistics will be able to be linked to any specific user.



We subscribe to the principles, outlined in Section 51 of the ECT Act and POPI Act, which govern your right to having your personal information kept private. These principles are briefly outlined below:

- We shall disclose in writing, upon request, the specific purpose for which we use, collect and store your personal information. We will also keep a record of that personal information and the specific purpose for which we have used it.

#### **4. Collection of Non-Personal Information**

We may automatically collect non-Personal Information about you such as the type of internet browsers you use or the website from which you linked to our website. We may also aggregate details which you have submitted to our site (for example, the products or services you are interested in). You cannot be identified from this information and it is only used to assist us in providing an effective service on this web site. We may from time to time supply third parties with this non-personal or aggregated data for uses in connection with this website.

#### **5. Background screening**

If you receive an offer from us, we may conduct a background check on you or instruct a third party to do so on our behalf. Background screening will only be done where permitted by the law applicable to the location where the position is located and to the extent necessary and proportionate to the role that you are being offered. A background check will involve criminal background data to the extent permitted by law and may involve credit checks. Our legal basis for background screening is our need to perform precontractual measures. If a background screening is required, you may be contacted by a third-party background screening service provider to request authorization for the release of your information, and at that time you will be provided with further information about the process and what personal data it might involve.

#### **6. Disclosure of Personal Information**

We may share your Personal Information with, and obtain information about you from:

- Third parties for the purposes listed above;



- Other companies in our industry when we believe it will enhance the services and products we can offer to you, but only where you have not objected to such sharing;
- third parties for the purposes of management and administration of our website;
- Other third parties from whom you have chosen to receive marketing information.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.

In accordance with the ECT Act and the POPI Act, we will disclose your personal information without your consent if:

- We are required to do so by law or a court order; or
- if it is in public interest.

We may sometimes share aggregated demographic information with our partners and advertisers. This is not linked to personally identifiable information. We also partner with third parties to provide specific services. We will share names or other information that is necessary for the third party to provide these services. These parties are not allowed to use personally identifiable information except for the purpose of providing these services. We will not voluntarily disclose any information about individual users to third parties, except as described in this privacy policy, or to comply with applicable laws or valid legal process, or to protect the rights or property of **Believe Resourcing South Africa (Pty) Ltd** and its partner sites.

We may disclose your Personal Information to our business partners who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with these privacy terms.

## 7. Your Rights

To be notified that:

**Believe Resourcing South Africa (Pty) Ltd**  
Telephone: +27 (0) 83 570 8398 Email: [angie@believeresourcing.com](mailto:angie@believeresourcing.com)  
Director: Angie Shamley  
Reg. No. 2018/069562/07



- Personal information about him, her or it is being collected as provided for in terms of section 18; or
- His, her or its personal information has been accessed or acquired by an unauthorised person as provided for in terms of section 22;
- To establish whether a responsible party holds personal information of that data subject and to request access to his, her or its personal information as provided for in terms of section 23;
- To request, where necessary, the correction, destruction or deletion of his, her or its personal information as provided for in terms of section 24;
- You have the right to ask us to update, correct or delete your personal information. We will take all reasonable steps to confirm your identity before making changes to Personal Information we may hold about you. We would appreciate it if you would take the necessary steps to keep your Personal Information accurate and up-to-date by notifying us of any changes we need to be aware of. Whilst **Believe Resourcing South Africa (Pty) Ltd** will always use its best endeavours to ensure that your Personal Information is reliable, it will be your responsibility to advise **Believe Resourcing South Africa (Pty) Ltd** of any changes to your Personal Information, as and when these may occur.
- To object, on reasonable grounds relating to his, her or its particular situation to the processing of his, her or its personal information as provided for in terms of section 11(3)(a);
- To object to the processing of his, her or its personal information—  
(i) at any time for purposes of direct marketing in terms of section 11(3)(b); or (ii) in terms of section 69(3)(c);
- Not to have his, her or its personal information processed for purposes of direct marketing by means of unsolicited electronic communications except as referred to in section 69(1).
- In terms of the POPI Act (POPIA) section 18. (h) (v) you have the right to lodge a complaint to the Information Regulator (South Africa) (IRSA). The IRSA contact details are:



<https://www.justice.gov.za/inforeg/contact.html>

33 Hoofd Street

Forum III, 3rd Floor Braampark

P.O Box 31533

Braamfontein, Johannesburg, 2017

Mr Marks Thibela

Chief Executive Officer

Tel No. +27 (0) 10 023 5207, Cell No. +27 (0) 82 746 4173

Email [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

## **8. Personal Information Security**

We are legally obliged to provide adequate protection for the Personal Information we hold and to stop unauthorised access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your Personal Information is secure.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that Personal Information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your Personal Information agrees to treat your information with the same level of protection as we are obliged to.

## **9. Automated Decision Making**

**Believe Resourcing South Africa (Pty) Ltd** does not use Automated Decision Making in connection with your personal data. Please note that we may amend this notice from time to time. Please check our website periodically to inform yourself of any changes.



## 10. Links

**Believe Resourcing South Africa (Pty) Ltd** website contains links to other sites. Please be aware that **Believe Resourcing South Africa (Pty) Ltd** is not responsible for the privacy practices of such other sites. This privacy policy applies solely to information collected on pages of our site.

If you follow a link to any of these third-party services, please note that they may have their own terms and privacy policies and that we do not accept any responsibility or liability.

We are not responsible for any representations, information, warranties or content on any of these third-party services. We do not exercise control over third parties' privacy policies, and you should refer to the policy of any such third party to see how they protect your privacy.

## 11. Communications

You can opt out of receiving communications from us at any time. Any direct marketing communications that we send to you will provide you with the information and means necessary to opt out.

## 12. Cross Border Transfer

Where data is stored electronically outside the borders of South Africa, such is done only in countries that have similar privacy laws to our own or where such facilities are bound contractually to no lesser regulations than those imposed by POPIA.

The cross-border transfer of personal information is permitted if:

- The data subject consents to the transfer;
- The transfer is necessary for the performance of a contract between the data subject and the responsible party, or for the implementation of pre-contractual measures taken in response to the data subject's request;



- The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the responsible party and a third party; or
- The transfer is for the benefit of the data subject, and:
- It is not reasonably practicable to obtain the consent of the data subject to that transfer; and
- If it were reasonably practicable to obtain such consent, the data subject would be likely to give it.

### 13. Access and Choice

Upon request **Believe Resourcing South Africa (Pty) Ltd** will provide you with information about whether we hold any of your personal information. If your personally identifiable information changes, or if you no longer desire our service, you may correct, update, amend, delete/remove, ask to have it removed from a public forum, directory or testimonial on our site or deactivate it by making the change on our member information page or by emailing our Customer Support at [angie@believeresourcing.com](mailto:angie@believeresourcing.com). We will respond to your request to access within 30 days.

We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. **Believe Resourcing South Africa (Pty) Ltd** will retain your data in compliance with the POPI Act and in compliance with other applicable legislation. Your Personal Information will be stored securely. At any time you can request a list of the parties who have access to you information, the details of any of your Personal Information which **Believe Resourcing South Africa (Pty) Ltd** holds on your behalf, by emailing such request to [angie@believeresourcing.com](mailto:angie@believeresourcing.com).

Once this information is no longer required, due to the fact that you no longer need **Believe Resourcing South Africa (Pty) Ltd** to process or store your Personal Information, such Personal Information will be safely and securely archived for a period of 7 years, as per the requirements of the Companies Act, 71 of 2008, or longer, should this be required by any other



law applicable in South Africa. Thereafter, all your Personal Information will be permanently destroyed.

#### **14. Refusal of Consent**

Should you refuse to provide the **Believe Resourcing South Africa (Pty) Ltd** with the required consent and / or information, the **Believe Resourcing South Africa (Pty) Ltd** will be unable to provide you with the **Believe Resourcing South Africa (Pty) Ltd** services.

In the event of you refusing to give the required consent, **Believe Resourcing South Africa (Pty) Ltd** will still have the right, in terms of POPIA, to process your information without your consent under any of the following circumstances:

- where such processing and use of your personal information is necessary in order to give effect to a contractual relationship as between you and **Believe Resourcing South Africa (Pty) Ltd**;
- where such processing is required in terms of a law, such as without limiting the generality thereof, the Basic Conditions of Employment Act 75 of 1997(BCEA), the Skills Development Act, 97 of 1998(SDA), Skills Development Levies Act, 9 of 1999 (SDLA) the Employment Equity Act, 55 of 1998 (EEA) Unemployment Insurance Contributions Act, 4 of 2002 (UICA) Unemployment Insurance Act, 6 of 2001 (UIF), Financial Advisory And Intermediary Services Act, 37 of 2002 (FAIS), the Financial Intelligence Centre Act 38 of 2001 (FICA), the National Credit Act, 34 of 2005 (NCA) and/ or the Compensation for Occupational Injuries and Diseases Act, 130 of 1993; or
- where such processing is necessary to protect the legitimate interests of **Believe Resourcing South Africa (Pty) Ltd** or a third party.

#### **15. Social Media Widgets**

Our website includes Social Media Features, such as the Facebook Like button and Widgets, such as the Share this button or interactive mini-programs that run on our site. These Features



may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these Features are governed by the privacy policy of the company providing it

## **16. Social Networking**

By associating your social network account with **Believe Resourcing South Africa (Pty) Ltd** or logging in to a **Believe Resourcing South Africa (Pty) Ltd** account using your social network account credentials, you give us permission to access information that you have made available in your public profile for that social network account. The information available in your public profile varies based on the social network and your settings, but may include your email address, real name, profile picture, gender, and location. We use the information we receive from your social network account in accordance with the social network's terms of use and this Privacy Policy. Please refer to the privacy settings in your social network account for information about what data is shared with **Believe Resourcing South Africa (Pty) Ltd** and other connected applications and to manage the data that is shared through your account, including information about your activities using our Sites.

If you would like to disconnect a social media account from us, refer to the settings of that social network account and its provider.

## **17. Notification of Changes**

If we decide to change our privacy policy, we will post those changes to this privacy policy, the homepage, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We reserve the right to modify this privacy policy at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our homepage prior to the change becoming effective.



We reserve the right, in our sole and absolute discretion, to update, modify or amend this policy from time to time with or without notice or justification.

You therefore agree to review the policy whenever you make use of the platform for any such change. Save as expressly provided to the contrary in this policy, the amended version of the policy shall supersede and replace all previous versions thereof.

## **18. Cookies Policy**

**Believe Resourcing South Africa (Pty) Ltd** may use cookies and other tracking technologies. The use of cookies and other tracking technologies may change from time to time and you will therefore agree to review the policy whenever you make use of the platform for any such change. Save as expressly provided to the contrary in this policy, the amended version of the policy shall supersede and replace all previous versions thereof.

Information collected from cookies enable us:

- Tailor our websites to your personal needs;
- Remember the notifications that you have been shown, so that you are not shown them again;
- Help us find information once you have logged in;
- Help us link your browsing information to you and your personal information, for example, when you choose to register for a service;
- Make improvements and updates to our websites based on the way you want to use them; and
- We generally do not use cookies to identify you personally.
- The type of information collected by cookies is not used to personally identify you.

What kind of cookies may we use?



#### Category 1: Necessary cookies

Necessary cookies enable you to use our websites and all its features, such as enabling access to secure areas of the website. Without these cookies you may not be able to use all the features of our websites.

#### Category 2: Performance cookies

Performance cookies collect information about how you use our websites so we can improve them for you in future. For example, they collect information on which pages you visit most often and any error messages you may get. The information collected by these cookies is anonymous. They do not collect any information that can identify you personally.

#### Category 3: Functionality cookies

Functionality cookies enable us to provide you with a more personalized experience. They help us to remember data, such as your username and language preference, to save you having to enter them again the next time you visit. The information these cookies collect is anonymous. They cannot track your browsing activity on other websites.

#### Category 4: Social media cookies

Our websites use third-party cookies from social media sites such as Facebook, Twitter and LinkedIn to enable in-depth campaign reporting and to track social network users when they visit our websites, by using a tagging mechanism provided by those social networks. These cookies can also be used for event tracking and remarketing purposes. Any data collected with these tags will be used in accordance with our privacy policy and with the social network's privacy policies. Our websites will not collect or store any personally identifiable information from the user.

To ensure you get the best possible experience when visiting our websites, we recommend that you accept cookies. However, you can opt-out of each cookie category (except strictly necessary cookies) by clicking on the “cookie settings” button or disable cookies in your web browser.



Cookies may, however, be necessary to provide you with certain features available on our website. If you disable cookies you may not be able to use these features, and your access to our website will be limited

## **19. Legal Disclaimer**

In certain situations, **Believe Resourcing South Africa (Pty) Ltd** may be required to disclose personal information:

- in response to lawful requests by public authorities, including law enforcement requirements
- if **Believe Resourcing South Africa (Pty) Ltd** is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or a prominent notice on our Web site of any change in ownership or uses of your personal information, as well as any choices you may have regarding your personal information,
- to any other third party with your prior consent to do so

## **20. How to contact us**

If you have any queries about this notice or believe we have not adhered to it or need further information about our privacy practices or wish to give or withdraw consent, exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on our website <https://believeresourcing.com>