

## ateHOLLARD PRIVACY NOTICE FOR APPLICANTS

**We're committed to protecting your privacy, ensuring that your personal information and special personal information is collected and used properly, lawfully and transparently.**

This Applicants Privacy Notice:

- Explains how Hollard gets, uses and discloses Applicant Personal Information
- as required by the Protection of Personal Information Act 4 of 2013, known here as PoPIA.

This notice refers to Applicants throughout. This means:

- All individuals who are applying for a position at Hollard.
- All prospective Hollard employees.

### **Why do we process personal information?**

In a nutshell, Hollard processes personal information about Applicants that may be used in connection with the process of searching for, screening, evaluating, selecting and/or declining Applicants.

### **What information do we process?**

Personal information includes, but is not limited to, name, age, ID numbers, registration numbers, addresses and other contact details, academic records, performance management, income and payments records, e-mails about an incident, leave records as well as any other details required for employee verification.

Hollard may collect special personal information about an applicant based on the inherent requirements of the job and requirements from the Employment Equity Act and may include, but is not limited to:

- Information relating to the biometrics, race, gender, nationality, ethnic or social origin, age, physical or mental health, disability, language;
- Information relating to the education or the medical, financial, criminal or employment history of the person, including any past, relevant work-related transgressions;
- Information relating to barring or suspension from professional bodies, councils and industry associations where applicable;
- Information relating to outcomes of standardised assessments of skills and personality;
- Information elicited during interviews and other screening mechanisms.

## **Where is it collected from?**

For starters, we collect information directly from Applicants. We may also collect information about applicants from other sources such as, recruitment agencies, CCTV surveillance and footage, and any information available in the public domain, for example social media.

## **So, to whom does Hollard disclose this?**

We may supply information to the following recipients when required to do so by law or to fulfil on the recruitment process:

- Internal Hollard processing – information shared with other business units and the Hollard Group;
- Subject to the provisions of PoPIA and related legislation, regulators or judicial commissions of enquiry, any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of the applicable rules;
- Third parties with whom Hollard has a contractual relationship for the recruitment of candidates; and
- Anyone making a successful application for access in terms of PAIA.

## **So, how does Hollard safeguard this information?**



We believe in the privacy of every Applicant. That's why we've put in place reasonably practicable security measures to ensure the confidentiality and integrity of personal information in Hollard's possession to prevent unauthorised or unlawful processing, loss, destruction or damage. If necessary, Hollard contractually requires operators in South Africa to whom Hollard transfers personal information to agree to abide by our privacy principles, associated policies and practices.

Where there are reasonable grounds to believe that the personal information of an applicant has been accessed or acquired by any unauthorised person, Hollard will notify the Regulator and in a prescribed form also the affected applicant.

### Contact Details

We're always just a conversation away! For further information, queries, complaints or objections to the processing of personal information, you may contact us using the Hollard Privacy Information Office or the Information Regulator's Office, when all internal channels have been exhausted.

<b>HOLLARD CONTACT DETAILS</b>	<b>INFORMATION REGULATOR'S CONTACT DETAILS</b>
The Privacy Information Office	The Information Regulator (South Africa)
Hollard Villa Arcadia	SALU Building
22 Oxford Road	316 Thabo Sehume Street
Parktown	Pretoria
2193	Tel: 012 406 4818
<a href="mailto:popia@hollard.co.za">popia@hollard.co.za</a>	Fax: 086 500 3351

### Date of Last Update

16 April 2020