

## PRIVACY NOTICE

### Definitions:

"We" and "our" shall mean:

**SALESWORX SALES PERFORMANCE  
MANAGEMENT CONSULTING (PTY) LTD T/A  
SALESWORX  
REGISTRATION NUMBER: 2021/704038/07**

"POPIA" shall mean:

the Protection of Personal Information Act 4 of 2013;

"You" shall mean:

the "Data Subject", the person to whom personal information relates;

"Personal" Information shall mean:

means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to –

- a) Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- b) Information relating to the education or the medical, financial, criminal or employment history of the person;
- c) Any identifying number, symbol, e-mail address, telephone number, location information, online identifier or other particular assignment to the person;
- d) The biometric information of the person;
- e) The personal opinions, views or preferences of the person;
- f) Correspondence sent by the person that would reveal the contents of the original correspondence;
- g) The views or opinions of another individual about the person; and
- h) The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

**Introduction:**

We are committed to respecting concerns regarding privacy and will process all personal information in accordance with the provisions of the **POPIA** and any further prevailing legislation.

All personal information furnished collected, whether voluntarily or mandatory, and processed by us regardless of form or medium shall be processed in accordance with the provisions set out hereunder.

**Purpose of the Collection:**

- 1.1. Recruitment: To conduct and communicate with you regarding recruiting and human resource administration, to manage recruitment including legal eligibility for work and vetting;
- 1.2. Due diligence purposes: To carry out ongoing due diligence exercises including obtaining and verifying your details and / or credentials, such as receiving and verifying your identity, education, qualifications and employment history, criminal history, medical and health history and related records, financial, credit and tax status and history, and or any employee performance related history;
- 1.3. Communications: To make contact with you and to communicate with you generally or in respect of our requirements, or instructions, or to respond to you in order to comply with your specified or general instructions;
- 1.4. Legal obligation and public duties: To comply with any law and our legal obligations, to submit reports or provide various notices or returns, to litigate and / or to respond to a request or order from a SAPS official, investigator or court official, regulator, or public authority;
- 1.5. Security purposes - legitimate purpose and to comply with laws: To permit you access to our offices, facilities, operations or parking areas, as well as to controlled areas, for the purposes of monitoring via CCTV, your interaction and access in and from our facilities described above, and for general risk management, security and emergency incident control purposes as well as for providing IT access and support and for employee authentication and for data and cybersecurity purposes;
- 1.6. For internal research and development purposes: For statistical analysis and research purposes in the context of employment;
- 1.7. Effectuate the sale, merger, acquisition, or other disposition of our business (including in connection with any bankruptcy or similar proceedings)
- 1.8. Legitimate interest: to comply with our legal obligations and to change our business structure we may disclose your Personal Information in connection with proceedings or investigations anywhere in the world to third parties, such as public authorities, law enforcement agencies, regulators and third-party litigants. We may also provide relevant parts of your Personal Information to any potential acquirer of or investor in any part of our business for the purpose of that acquisition or investment.

### **Collecting Personal Information:**

We endeavour to collect and process information which has been collected directly from you. We may however obtain your personal information from third parties in the following instances:

1. Via online recruitment portals
2. From Service Providers who off ITC and Criminal Checks. These checks are authorised by yourself prior with your knowledge and signed indemnity giving us permission to ask for the information.

We will only process your personal information:

1. With your consent; or
2. in order to carry out actions for the conclusion or performance of a contract to which you are a party;
3. in order to comply with **obligations** imposed by law on the business;
4. where the processing protects your **legitimate** interests;
5. where the processing is necessary for the proper performance of a **public law** duty by the business; or
6. where the processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

### **Minors:**

We do not intentionally collect personal information from minor children. If you are the parent or guardian and believe your minor child has provided us with personal information, please contact us at the address below to request the deletion thereof.

### **Processing of Information:**

We will share your personal information:

1. in order to comply with applicable law or with legal process served on us
2. in order to protect and defend the rights or property
3. with employees and/or third parties (such as designated courier operators) who assist us in providing services to you and thus require your personal information. We will ensure that all such employees and service providers, having access to your personal information, comply with POPIA or equivalent legislation; and
4. with third parties if you have specifically requested us to do so.

### **Collection of Information by “Cookies”**

When accessing our website, your personal information and data may be collected automatically through the standard operation of the Internet servers and through the use of "cookies." "Cookies" are small text files a website can use to recognise repeat users, facilitate the user's ongoing access to and use of the website and allow a website to track usage behaviour and compile aggregate data that will allow content improvements and targeted advertising. Cookies are not programs that come onto your system and damage files. Generally, cookies work by assigning a unique number to you

that has no meaning outside the assigning site. If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookie feature; however, you should note that cookies may be necessary to provide you with certain features (e.g., customized delivery of information) available on our Websites.

#### **Security Measures:**

We will endeavour to:

1. treat your personal information as strictly confidential.
2. take appropriate technical and organisational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;
3. promptly notify you if we become aware of any unauthorised use, disclosure, or processing of your personal information; and
4. provide you with reasonable evidence of our compliance with our obligations under this policy on reasonable request.

#### **Retention:**

We will not retain your personal information longer than the period for which it was originally required, unless we are required by law to do so, or you consent to us retaining such information for a longer period.

#### **Selling Personal Information:**

We do not sell the information and will only share same with persons as set out herein.

#### **Transborder Flow of Information:**

We may transfer your information outside South African borders for retention purposes and/or if our service provider/s are cross border or uses cross boarder systems. We will only share your information with service providers who have comparable privacy policies in place.

#### **Minors:**

We do not intentionally collect personal information relating to minor children unless furnished to us during the membership application process. If you are the parent or guardian of a minor child wish to determine what information we have in our possession, please contact us at the address below.

#### **Your rights:**

You have the right at any time to:

1. access your personal data by sending a written request to our Information Officer who's contact details are set out below.
2. request us to correct or supplement any of your personal data which we will undertake as soon as practicable.
3. request the return or destruction of personal information. We will consider your request in light of any other laws or regulations prohibiting us from destroying your personal data; and
4. lodge a complaint with us at the email address listed below.

In order to comply with any request received, we may require proof of identity.

**Changes:**

We may update this privacy notice from time to time in order to reflect, for example, changes to our practices or for other operational, legal, or regulatory reasons.

**Promotion of Access to Information Act:**

In compliance with the provisions of the *Promotion of Access to Information 2 of 2002 (PAIA)*, a copy of our manual is available on request.

**Contact:**

For more information about our privacy practices, if you have questions, or if you would like to lodge a complaint, please contact Gillian Rigby, Managing Director, in writing, via email at [gillian@salesworx.co.za](mailto:gillian@salesworx.co.za)

If you are not satisfied with our response to your complaint, you have the right to lodge your complaint with:

**THE INFORMATION REGULATOR (SOUTH AFRICA) SITUATE AT: JD HOUSE, 27 STIEMENS STREET, BRAAMFONTEIN, JOHANNESBURG, 2001.**

**COMPLAINTS: [POPIAComplaints.IR@justice.gov.za](mailto:POPIAComplaints.IR@justice.gov.za) / [PAIAComplaints.IR@justice.gov.za](mailto:PAIAComplaints.IR@justice.gov.za)**

**GENERAL QUERIES: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)**