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*Engineering solutions to meet a changing world*

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P.O. Box 226  
Somerset West, 7130

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## **EMPLOYEE PRIVACY NOTICE**

### **INTRODUCTION**

Selkirk & Selkirk ("SandS", the "Responsible Party") gathers and processes your Personal Information in accordance with this Privacy Notice and in compliance with the relevant Personal Information protection regulations and laws. This Notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your Personal Information.

### **COLLECTION OF YOUR PERSONAL INFORMATION**

SandS processes your Personal Information to meet our legal, statutory and contractual obligations and to enable us to recruit, employ and train you in the course of your employment with us. We will never collect any unnecessary Personal Information from you and do not process your information in any way, other than as specified in this notice.

### **THE PERSONAL INFORMATION THAT WE COLLECT IS:**

- Name
- Date of Birth
- Home Address
- Personal E-mail
- Home Telephone Number
- Cellphone/Mobile Telephone Number
- I.D. Number / Passport Number
- Professional References
- In certain cases, Permits and Visas
- Financial Information
- Photograph for inclusion with internal Curriculum Vitae
- In certain cases, Special Category Personal Information (i.e. health/medical Information)

### **WE COLLECT INFORMATION IN THE BELOW WAYS:**

- Submitted Curriculum Vitae
- Job Forums and Recruitment Agencies
- Direct from Candidates and Employees
- Electronic Vacancy Applications
- Postal and E-mail Applications

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Partners: CF Selkirk (Pr. Eng. B. Sc. Eng.), SJ Kelly (B. Tech. Eng.), GR Selkirk (Pr. Eng. B Sc. Eng)

**SELKIRK & SELKIRK CONSULTING ELECTRICAL ENGINEERS – VAT REGISTRATION NUMBER 4690110830**

## **HOW WE USE YOUR PERSONAL INFORMATION (LEGAL BASIS FOR PROCESSING)**

SandS takes your privacy very seriously and will never disclose, share or sell your Personal Information without your consent; unless required to do so by Law. We only retain your Personal Information for as long as is necessary and for the purpose(s) specified in this Notice. The purposes and reasons for processing your Personal Information are detailed below:

- We process your Personal Information in the performance of a Contract as your employer, to ensure that we meet our legal employer obligations and the requirements of employment law
- We process your Personal Information as part of our legal obligation for business accounting, payroll and tax purposes
- We process special category Personal Information about you as part of our employment obligations, to ensure that any disabilities and health conditions are known

## **YOUR RIGHTS**

You have the right to access any Personal Information that SandS processes about you and to request information about:

- What Personal Information we hold about you
- The purposes of the processing
- The categories of Personal Information concerned
- The recipients to whom the Personal Information has/will be disclosed
- How long we intend to store your Personal Information for
- If we did not collect the Personal Information directly from you, Information about the source

If you believe that we hold any incomplete or inaccurate Personal Information about you, you have the right to ask us to correct and/or complete the Information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your Personal Information or to restrict processing in accordance with the Personal Information protection Laws. Where applicable, you have the right to Personal Information portability of your Information.

If we receive a request from you to exercise any of the above Rights, we may ask you to verify your identity before acting on the request; this is to ensure that your Personal Information is protected and kept secure.

## **SHARING AND DISCLOSING YOUR PERSONAL INFORMATION**

We do not share or disclose any of your Personal Information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

## **SAFEGUARDING MEASURES**

SandS takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your Personal Information. We work hard to protect you and your Information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

## **TRANSFERS OUTSIDE THE REPUBLIC OF SOUTH AFRICA**

Personal Information in the Republic of South Africa is protected by the PoPI Act but some other countries may not necessarily have the same high standard of protection for your Personal Information. The Responsible Party does not transfer or store any Personal Information outside the Republic of South Africa, unless the written consent of the Data Subject / Employee is obtained.

## **CONSEQUENCES OF NOT PROVIDING YOUR DATA**

You are not obligated to provide your Personal Information to the Responsible Party, however, as this Information is required for us to employ you, we will not be able to offer employment without certain Personal Information.

## HOW LONG WE KEEP YOUR DATA

SandS only ever retains Personal Information for as long as is necessary and we have strict review and retention policies in place to meet these obligations.

## SPECIAL CATEGORIES DATA

As your employer, we have a legitimate interest and, in some cases, a legal obligation to process certain special category Personal Information about you. This can include but is not limited to Information about health conditions.

Where we collect such Information, we do so under the PoPI Act (Sections 12 and 13). We will only request and process the minimum necessary for the specified purpose and ensure that the required protective measures and security is placed on all special category Personal Information.

## LODGING A COMPLAINT

SandS only processes your Personal Information in compliance with this privacy notice and in accordance with the relevant Personal Information Protection Laws.

If, however you wish to raise a complaint regarding the processing of your Personal Information or are unsatisfied with how we have handled your Information please contact:

## PURPOSE SPECIFICATION OF PERSONAL INFORMATION

Any Personal Information supplied by a Data Subject shall only be collected and used by SandS for the purpose for which it was originally intended. In the event that the Personal Information will be used for another purpose, consent from the Data Subject will be obtained prior to the use of such Information.

## ACCURACY OF PERSONAL INFORMATION

In the event of any changes to the Personal Information of an Employee, the said Employee is under an obligation to inform SandS of the said changes within a reasonable period of time.

## CHANGES IN THIS POLICY

SandS reserves the right to amend, alter and terminate this Policy at any time.

### INFORMATION OFFICER DETAILS

**Contact Person:** Gavin Ross Selkirk

**Tel:** 021 852 5095

**Cell:** 083 448 9732

**E-mail:** [gavin@selkirkandselkirk.co.za](mailto:gavin@selkirkandselkirk.co.za)

**Website:** [www.selkirkandselkirk.com](http://www.selkirkandselkirk.com)

**Physical Address:** 14 Cyclonite Street, Somerset West 7130

**Postal Address:** P O Box 226, Somerset West 7129

**Privacy Notice Issue Date:** 30 June 2021

**Implementation Date:** 01 July 2021

**Authorised by:** G R Selkirk

**Dated:** 30 June 2021