



## **INOVAARCH – DATA SUBJECT CONSENT FORM**

### **PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 ("POPIA")**

---

#### **Consent to process information for employment and contracting in terms of Section 18 of POPIA:**

##### **1. Storage, Retention and Destruction of Information:**

1.1 Personal Information is used to comply with legislation as well as ensure that, in terms of the operational needs of InovaArch, we have the information required to function both as an employer and as a business. Information given will only be used for the purposes for which it is collected (specified hereunder), will be stored securely, and in accordance with Section 24.1.b. of the Companies Act, will be retained for a period of seven years after last entry unless a longer period of retention is required by any other law. Personal Information will be destroyed after expiry of the legally required retention period or, where appropriate, retained for a longer period to continue with the purpose of recruitment or re-recruitment.

##### **2. Reason why the Personal Information is required:**

###### **2.1 Voluntary – requested for operational functions of InovaArch:**

- Perform appropriate checks on job history, criminal record, educational/skills qualifications/registrations/licenses, and credit history where such is required and permitted by the National Credit Act.
- Refer candidates for employment or contracting with client companies.
- Direct marketing regarding products and special offers that might become available to candidates/contractors/employees through InovaArch. However, this particular purpose is a choice. The candidate/employee may opt out from their information being used for such a purpose.
- Ensure benefits are properly administrated (Healthcare, Retirement Funding, etc.);
- Ensure a timely and accurate payroll function (where applicable).
- Conduct social media background screening on the following platforms (permanent employment only, if applicable).

###### **2.2 Mandatory – required by legislation:**

- Keep records in accordance with the Basic Conditions of Employment Act, where applicable.



- Report to government in terms of the Employment Equity Act, the Skills Development Act, and the Employment Services Act, when promulgated, etc.
- Pay over contributions in terms of the Unemployment Insurance Fund and the Compensation for Occupational Injuries and Diseases Act, where applicable.
- Pay over tax to the Receiver of Revenue.

### **3. Right to Object:**

In terms of S11(3) of POPIA, every Data Subject has the right to object to the processing of their Personal Information. In the event of such an objection, a hold will be put on all such processing for that Data Subject and the proper process will take place to resolve the cause of the objection. Any such requests are to be submitted by email to the InovaArch at [jenna@inovaarch.com](mailto:jenna@inovaarch.com)

### **4. Accuracy of Information and Onus:**

POPIA requires that all Personal Information supplied must be accurate, up to date, not misleading, and complete in all respects. It is your responsibility as a Data Subject to ensure that the information is complete and accurate and that you advise InovaArch of any change in Personal Information so that it can be accurately maintained.

### **5. Storage of Information:**

Personal Information will be stored either in hard copy or electronically in a centralised and secured database and audited regularly to ensure the safety and security of the Personal Information. To widen job-seeking opportunities, the Personal Information will be accessible to the subsidiary companies in InovaArch, if applicable. Where Personal Information is transferred outside the borders of the Republic of South Africa by InovaArch, it shall ensure that the recipient of the Personal Information is subject to laws, binding corporate rules, or a binding agreement which provides an adequate level of protection as required by POPIA, or any other applicable law.

### **6. Candidates/Contractors:**

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 contractor is being referred for a position, client companies will be given sufficient information on which they can base their decision to employ/contract.

### **7. Complaints:**

Complaints can be addressed to the InovaArch at [Jenna@inovaarch.co](mailto:Jenna@inovaarch.co),

### **8. Access to the Information by the Data Subject:**

The subject of the Personal Information may request access to the Personal Information stored to assure themselves that the data is accurate.

### **9. Data Subject Consent:**



I, \_\_\_\_\_, declare that all the Personal Information supplied is accurate, not misleading, and complete and that I will advise InovaArch of any changes. I hereby give permission for my Personal Information to be collected, processed as stated above, stored securely, and destroyed at the appropriate time. I acknowledge that I have supplied the Personal Information required, that I understand the purposes for which it will be used and am aware that it will be processed for these purposes and no other.

From time to time, InovaArch may have certain products or special offers. InovaArch may / may not [delete that which is not applicable] use any of the Personal Information supplied for this purpose or any other marketing reason. I understand that should I opt in at this stage, I can opt out at any point in the future.

**Print Full Name:** \_\_\_\_\_

**Identity Number:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_