

# RECRUITMENT PRIVACY POLICY

## 1. Purpose

This Recruitment Privacy Policy ("Policy") outlines how Owethu Managed Services ("OMS") collects, uses, discloses, transfers, stores, and protects personal information during the recruitment process, in accordance with the Protection of Personal Information Act 4 of 2013 ("POPIA"), the General Data Protection Regulation ("GDPR") where applicable, and other relevant data protection laws.

OMS is committed to protecting the privacy of all individuals who apply for employment with us and ensuring that their personal information is processed in a lawful, fair, and transparent manner. This Policy should be read in conjunction with OMS's Data Protection Policy (DPR0001).

## 2. Scope and Application

### This Policy applies to:

- All job applicants and candidates applying for employment or learnership positions with OMS
- Applicants who apply directly through our website, email, or in person
- Applicants whose information is provided to us by recruitment agencies, job portals, or third-party representatives
- All OMS employees and representatives involved in the recruitment process who handle applicants' personal information

## 3. Information Collection

In accordance with the data minimisation principle, OMS collects only personal information that is adequate, relevant, and limited to what is necessary for recruitment purposes. This may include:

### 3.1. Standard Personal Information:

- Full name and contact details (email address, phone number, physical address)
- Curriculum vitae (CV) and employment history
- Educational qualifications and professional certifications
- References and previous employer details
- Identity or passport number
- Date of birth
- Nationality and work permit/visa status (where applicable)

- Languages spoken
- Salary expectations
- Any additional information voluntarily provided during the application process

### **3.2. Special Personal Information (only when relevant and with explicit consent or as permitted by law):**

- Race or ethnic origin (for Employment Equity purposes as required by law)
- Health information (where relevant for specific positions or reasonable accommodation)
- Criminal background checks (where relevant to the position)

## **4. Lawful Basis for Processing Personal Information**

**OMS processes personal information of candidates based on one or more of the following lawful bases:**

- Where explicit consent has been provided by the candidate
- To take steps at the candidate's request prior to entering into a potential employment contract
- To comply with legal requirements, including employment equity legislation
- For the legitimate interests of OMS in identifying and evaluating suitable candidates for employment

## **5. Use of Personal Information**

**OMS collects and processes personal information for specified, explicit, and legitimate purposes related to recruitment, which include:**

- To assess the candidate's suitability, qualifications, and skills for the position applied for
- To conduct background checks, qualification verification, and reference checks
- To communicate with the candidate about the recruitment process and their application
- To comply with applicable laws and regulations
- To maintain records for our recruitment process

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

**OMS may disclose personal information to third parties under the following circumstances:**

- With the candidate's consent
- To OMS personnel on a need-to-know basis

- To recruitment agencies or third-party service providers involved in the recruitment process
- To comply with legal requirements or regulations
- In the event of a merger, acquisition, or business transfer, as required

## 7. Cross-border Transfers

**In some instances, candidate personal information may be transferred to, stored, or processed in countries outside South Africa. When this occurs, OMS will ensure that:**

- The country to which the information is transferred provides an adequate level of protection for personal information
- Appropriate safeguards are in place through binding corporate rules, standard data protection clauses, or other legally recognised mechanisms
- The candidate has explicitly consented to the proposed transfer

## 8. Data Security

OMS implements appropriate technical and organisational safeguards to protect personal information from unauthorised access, loss, or damage. These safeguards are based on a risk-based approach and include internal protocols, oversight mechanisms, and staff responsibilities designed to ensure the ongoing confidentiality, integrity, and availability of personal data.

## 9. Data Storage

Personal information collected during the recruitment process is primarily stored securely on OMS's systems, which are protected by appropriate security software and one or more firewalls under the direction of the IT Manager. Access to candidates' personal information is strictly limited to authorised personnel who are directly involved in the recruitment and selection process, and only on a need-to-know basis.

## 10. Retention of Personal Information

**OMS retains candidates' personal information only for as long as necessary to fulfil the purposes for which it was collected, or to comply with legal obligations:**

- For successful candidates: Personal information will form part of the employee record and will be retained in accordance with OMS's employee data retention policies.

- For unsuccessful candidates: Personal information will generally be retained for a period of 3 years after the conclusion of the recruitment process, unless the candidate has consented to a longer retention period for consideration for future opportunities, or has requested in writing that it be deleted sooner.
- For candidates who explicitly request deletion: Personal information will be deleted or anonymised as soon as reasonably practicable, subject to any legal retention requirements.

## 11. Candidate Rights

**Under POPIA, candidates have the following rights concerning their personal information:**

- The right to access your personal information
- The right to request corrections or updates to your personal information
- The right to object to the processing of your personal information
- The right to request deletion of your personal information

To exercise these rights, candidates can contact OMS's designated Information Officer at [recruitment@oms.africa](mailto:recruitment@oms.africa).

## 12. Cookies and Website Tracking

The OMS website and applicant portal may use cookies and similar tracking technologies to enhance user experience and to collect information about how the website is used. Cookies are small text files that are placed on a user's device to collect standard internet log information and visitor behaviour information. Most web browsers allow some control of cookies through browser settings.

## 13. Candidate Privacy Commitment

**During the recruitment process, candidates may receive or have access to confidential information regarding OMS, its operations, clients, or the recruitment process itself. By participating in the recruitment process, candidates undertake to:**

- Maintain the confidentiality of all information shared with them during the recruitment process
- Refrain from disclosing such information to any third party without OMS's prior written consent
- Use the information solely for the purpose of participating in the recruitment process
- Return or destroy any confidential information upon OMS's request or upon conclusion of the recruitment process
- Acknowledge that any unauthorised disclosure may result in disqualification from the recruitment process and potential legal action

#### 14. Candidate Representations

By submitting an application to OMS, candidates represent that:

- All information provided is accurate, complete, and not misleading
- They have the right to share any third-party information included in their application (e.g. references)
- They will promptly notify OMS of any changes to their personal information that may affect their application

#### 15. Changes to This Policy

OMS reserves the right to update or modify this Recruitment Privacy Policy at any time. Any significant changes will be communicated to candidates through appropriate channels.

#### 16. Contact Information

For any questions, concerns, or requests regarding this Policy or the processing of personal information, please contact OMS's Information Officer:

**Lindiwe Small**

Operations Support Manager

Owethu Managed Services

[Recruitment@oms.africa](mailto:Recruitment@oms.africa)

#### 17. Consent

By submitting your application and personal information to OMS, you acknowledge that you have read and understood this Recruitment Privacy Policy and consent to the collection, use, disclosure, and processing of your personal information as described herein (except where such consent is not required under applicable law), and agree to be bound by its terms.