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01 July 2021

Dear Valued Client

Protection of Personal Information Act (“POPI Act”)

POPIA promotes the protection of personal information. HR & Skills Market (Pty) Ltd takes the protection of your personal information very seriously. We will only collect, use, and keep personal information if there is a lawful purpose for doing so.

Personal Information is information that identifies you or relates to you personally. For example: your name, race, gender, marital status, identity number, health, and financial status, contact details and biometric information.

HR & Skills Market (Pty) Ltd. collects and uses personal information purposely for:

- Communication and interaction with its suppliers and customers. Communication may be done via email, phone or online (through our social platforms or websites).
- Providing information or services that suppliers and/or customers may request from us to do.
- Compliance with legal obligations, such as:
 - Employment Equity Act, 55 of 1999
 - Skills Development Act, 97 of 1998
 - Companies Act, 71 of 2008
 - Income Tax Act, 58 of 1962
 - Unemployment Insurance Act, 63 of 2001
 - The Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Improving our products and/or services by conducting research and surveys to obtain feedback from our suppliers and/or customers.
- Inform suppliers and/or customers about changes and/or events and/or promotions at HR & Skills Market (Pty) Ltd.

HR & Skills Market (Pty) Ltd primarily collects personal information directly from our suppliers and/or our customers. We will take reasonable practical methods to ensure that all personal information is complete, accurate and up to date wherever deemed necessary.

To enable HR & Skills Market (Pty) Ltd to do so, we require that you promptly notify us of any changes to your personal information. We have put in place the best practices to safeguard your personal information against access by unauthorized persons, unlawful disclosure, or breach.

HR and Skills Market (Pty) Ltd Privacy Policy

HR and Skills Market (Pty) Ltd adheres to the provisions for the Protection of Personal Information Act 4 of 2013.

HR and Skills Market (Pty) Ltd will ensure that all Personal Information collected is not excessive, processed for its intended purpose and will not further process any information without consent from the data subject or the owner of the information. We may occasionally use your information for data analysis and that allows us to create, develop, operate and improve our service offerings.

HR and Skills Market (Pty) Ltd respects all personal information and assures all our customers, clients and individuals that all information collected will be securely stored and only authorized personnel has access to this information.

HR and Skills Market (Pty) Ltd will not collect or process any information of minors as per the requirements of the POPI Act in relation to special persons information and minors.

HR and Skills Market (Pty) Ltd offers our customers, clients and individuals the opportunity to revoke consent. Customers, clients or individuals must go through the PAIA process to access, correct, revoke or redact information in accordance to Records Retention Policy as governed by legislation.

HR and Skills Market (Pty) Ltd is not a recruitment agency but does receive and process CV's, should a CV not be successful, it will be destroyed within six months as per the POPI guidelines. Should the CV be further processed and after twenty-four months there is no feedback or possible employment and the information collected is no longer valid, accurate or does not require further processing, the CV will also be destroyed, and information removed from the company's database.

Kind Regards

HR & Skills Market (Pty) Ltd.

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile: <input type="text"/>
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable):</i>			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS
(Mark the applicable box with an "X")

Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS
(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.

Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
 [Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

Printed copies of the information (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of information on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of information on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language: (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

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4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____
 Name of account holder: _____
 Type of account: _____
 Account number: _____
 Branch Code: _____
 Reference Nr: _____
 Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

 Information officer