**POPI sample employee privacy policy**

This policy lets you know how [company name] and its affiliates and subsidiaries collect and use your personal information in connection with our recruiting efforts. This policy describes the broadest potential use of personal information; we may make less use of your personal information than is described here.

Your provision of personal information in connection with the recruiting or job application process confirms your consent for [company name] to collect that information and to use, transfer, retain and share it with third parties as specified in this policy.

**Collecting Personal Information.** You may provide personal information to [company name]. We ask for certain data, including educational and employment background, contact information and preferences, job qualifications, and jobs for which you would like to submit an application. You also may choose to provide [company name] additional information, such as your CV, resume, or transcripts; employment references and related information; and compensation requests. In addition, [company name] may collect information from third parties, for example, in connection with a background or employment check and/or an employment reference. [company name]'s web sites, may use cookies and other electronic communication protocols. For further information, please consult the [company name] privacy policy.

**Special Personal Information.** [company name] does not request or require special personal information concerning religion, health, sexual orientation, or political affiliation in connection with recruiting. If you have a disability and would like [company name] to consider any accommodation, you may provide that information during the recruiting process. As well, in some countries we ask for information such as race or ethnicity for the purpose of monitoring equal opportunity; however, we do not require applicants to provide race or ethnicity information, and if you provide this information it will not be viewable in the hiring or selection process.

To the extent information you provide contains details of your racial or ethnic origin; political opinions or beliefs; religious beliefs; membership in a trade union or political party; physical or mental health or condition; sexual orientation; commission or alleged commission of an offense or related proceedings; job evaluations or educational records, you expressly authorize [company name] to handle such details as specified in this policy.

**Voluntary Disclosure.** Your provision of personal information in connection with recruiting is voluntary, and you determine the extent of information you provide to [company name]; please note that if you decide not to provide information, it may affect our ability to consider you for employment.

**Using Personal Information.** The information may be used to communicate with you, to manage [company name]'s recruiting and hiring processes, and for compliance with corporate governance and legal and regulatory requirements. If you are hired, the information may be used in connection with employment and corporate management.

**Data Recipients and Sharing with Third Parties.** [company name] may share your personal information internally and with service providers and other third parties as necessary in connection with recruiting, employment, corporate governance, acquisitions and legal or regulatory requirements, to respond to requests from public and government authorities, including public and government authorities outside your country of residence, for national security and/or law enforcement purposes. [company name] requires that its service providers and such other third parties keep your personal information confidential and that they only use the personal information in furtherance of the specific purpose for which it was disclosed. [company name] and its service providers may use your personal information in an anonymized format (in a form in which your identity cannot be determined) for other purposes not specified above, including in the development and testing of products and services.

**Security and Confidentiality.** Except as otherwise stated in this policy or as required for legal or regulatory purposes, [company name] treats your personal information as confidential and will not disclose it to third parties without your consent. [company name] maintains, and requires its services providers to maintain, reasonable administrative, physical, and technical controls designed to protect the confidentiality and security of your personal information. [company name] employees who may have access to personal information are required to keep that information confidential.

[company name] may employ security procedures at its facilities and on its computer systems to monitor and maintain security, including the use of closed circuit television. Any monitoring of [company name] facilities, systems or assets is performed in accordance with applicable law.

**Retention and Access.** [company name] may retain your information to consider you for other job opportunities. To the extent permitted or required by law, [company name] may delete data at any time; accordingly, you should retain your own copy of any information you submit to us.

You may access and correct personal information you have submitted online using xxxx. You may submit other requests by xxxxx

**Your Responsibilities.** You are responsible for the information you provide or make available to [company name], and you must ensure it is honest, truthful, accurate and not misleading in any way. You must ensure that the information provided does not contain material that is obscene, defamatory, or infringing on any rights of any third party; does not contain malicious code; and is not otherwise legally actionable. Further, if you provide any information concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and obtaining any consents necessary for [company name] to collect and use that information as described in this policy.

**Cross Border Transfers.** [company name] has developed global data security practices designed to ensure that your personal information is appropriately protected. Please note that personal information may be transferred, accessed and stored globally as necessary for the uses and disclosures stated above in accordance with this policy.

The [company name] affiliates have entered into and executed an Agreement for the International Transfer of Personal Information within the [company name] Group ("Intra-Company Agreement") which allows for the processing of your personal information and which also incorporates the European Union Model Clauses requirements for transfers of your personal information.

**Dispute Resolution.** If you have any complaints regarding our compliance with this policy, you should first contact us. We will investigate and attempt to resolve complaints and disputes regarding use and disclosure of your personal information in accordance with this policy.

**General.** We may update this policy from time to time. In the event we make material changes that reduces your rights or [company name] obligations under this policy, we will post a prominent notice in this section of this policy notifying users when it is updated. If you have any questions or concerns about this policy or its application, or if you believe your personal information has been used in a way that is not consistent with this policy or your specified preferences, please fill out an enquiry form contact us by mail: