

Fix Legal and Compliance Services Privacy Notice for Job Applicants

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1. Introduction

When you apply for a position at Fix Legal and Compliance Services (“Fix Legal”), you share personal information with us. During the application process we also create personal information about you, such as interview notes or the results of job-related assessments.

We have created this privacy notice to help you understand when we collect and use your personal information, and how we protect it.

If you have any questions, please contact Human Resources or email Privacy@fixlegal.africa

2. What This Privacy Notice Is About

<p>Who does this privacy notice apply to?</p>	<p>This notice affects every person who applies for a position at Fix Legal. This includes prospective employees, interns and contractors.</p> <p>In terms of the Protection of Personal Information Act (‘POPIA’), you are the data subject.</p>
<p>Who are you sharing your information with?</p>	<p>You are sharing your information with Fix Legal.</p> <p>Our registered address is: 1 Casino Rd, Modderfontein, Johannesburg, 1609</p> <p>In terms of POPIA, we process your information in our capacity as the responsible party.</p>
<p>This privacy notice is part of our agreement with you.</p>	<p>This privacy notice forms part of our recruitment process. You should read it along with any other documents sent to you by Fix Legal during the recruitment stage.</p>
<p>What kind of information we collect and how we use it.</p>	<p>We collect personal information that helps us decide whether you are suitable for the position you applied for.</p> <p>In most cases, the personal information we collect from you is mandatory. We must collect it to comply with the law or because we need it to provide our services to you.</p> <p>When we collect personal information from you that is not mandatory, we always have a specific purpose.</p>

	If you choose not to provide us with the personal information we need, it will limit our ability to provide services to you.
What personal information is.	<p>Personal information is all information relating to a specific individual.</p> <p>This includes contact information, information relating to your race, gender, sex, pregnancy status, marital status, ethnic or national origin, sexual orientation, physical or mental health, disability, religion, belief, culture, language, education background, financial information, criminal behaviour, employment history, personal opinions, views or preferences, and private or confidential correspondence.</p> <p>It does not matter whether the information is held on paper or in an electronic or other format, it is still personal information and must be protected.</p>
From time to time, we will change how we work with personal information, and we will use this notice to tell you about it.	From time to time, we may have to change this privacy notice to accommodate changes in our business or changes to the law.

3. What Information We Collect

Your position will determine the type of information we collect about you.	The type of human resources data we collect and share depends on the nature of the position you apply for, the role this position fulfils at Fix Legal, and any legal requirements.
We will collect information directly from you, from your previous employer, or by performing background checks.	<p>Most of the time we will collect your personal information directly from you, e.g., from your CV, the interview process, psychometric tests.</p> <p>However, sometimes we will also collect information from other sources, such as recruiters, agencies, executive market mapping, previous employer(s) or by running background checks on you, e.g., verification of qualification(s) and criminal history.</p>
Here is a list of the personal information that we collect about you.	<p>We collect:</p> <ul style="list-style-type: none"> • your contact information (e.g., names, home address, telephone numbers, fax numbers, email addresses, emergency contact information); • marital status, family members and dependents' names, dates of birth, and contact details; • any information you share with us on your CV and supporting documents • information shared by your previous employers

	<ul style="list-style-type: none"> • your nationality; • your ethnic group; • your gender; • your background information (e.g., education, employment, criminal, and credit history); • trade union membership; • your ID, passport, and driver’s licence; • information relating to any disability you may have; • medical information; • photographs and other visual images of you (e.g., CCTV footage); • Notes, assessments (psychometric and non-psychometric) and other information collected during the interview process; • biometric information; • visas and travel documentation; • references; • employment passes/visas/work permits; and • drug testing and interview notes.
We also generate information about you in the form of records.	<p>We generate records of:</p> <ul style="list-style-type: none"> • interview notes • results of job-related assessments • your CV in our format • a shortlisting summary

4. Why We Collect and Process Your Personal Information

4.1 We process your personal information to conclude a contract with you and to meet our contractual obligations.

We need your personal information to manage our relationship with you and to run our business.	<p>Personal information is essential when we recruit, hire and promote employees. Your personal information is used:</p> <ul style="list-style-type: none"> • during the recruitment and hiring process, such as when we assess whether you are suitable for the position that you applied for during the recruitment process; • when we communicate with you to process your application; and • to keep a database of contact details in case another position becomes available.
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4.2 We process your personal information because it is in your legitimate interest to do so, because we are legally required to do so, or because you have given us permission.

<p>We process some personal information because it is in your legitimate interest to do so.</p>	<p>When you visit our facilities or premises, we collect certain personal information to keep track of when you enter and exit.</p> <p>We may process your personal information to protect your health and safety. For example, we may share your information with the police, security services, or emergency services if you require emergency assistance at Fix Legal offices.</p>
<p>We process some personal information because it is in our legitimate interest to do so.</p>	<p>We may verify your information through a background check.</p> <p>We monitor our premises by CCTV and other access control mechanisms (e.g., a visitors' sign in register) to ensure the safety of our property and all our visitors, employees and clients.</p> <p>We may also use your personal information when we analyse our data for market research purposes.</p>
<p>We are legally required to process some personal information.</p>	<p>We will collect, use and retain your personal information to ensure that we comply with labour and other legislation.</p> <p>Here are some of the pieces of legislation which have an effect on why your personal information is collected, used and retained:</p> <ul style="list-style-type: none"> • Employment Equity Act 55 of 1998 • Labour Relations Act 66 of 1995 • Basic Conditions of Employment Act 75 of 1997 • Broad-based Black Economic Empowerment Act 53 of 2003 • Financial Advisory and Intermediary Services Act 37 of 2002 • Financial Intelligence Centre Act 38 of 2001 • Immigration Act 13 of 2002 • Income Tax Act 58 of 1962 • Unemployment Insurance Act 63 of 2001 • Occupational Health and Safety Act 85 of 1993

	<ul style="list-style-type: none"> • Compensation for Occupational Injuries and Diseases Act 130 of 1993 • Disaster Management Act 57 of 2002 • Skills Development Act 97 of 1998 • Skills Development Levies Act 9 of 1999 • Short-term Insurance Act 53 of 1998 • Long-term Insurance Act 52 of 1998 • Medical Schemes Act 131 of 1998 • Pension Funds Act 24 of 1956
<p>We process some personal information with your consent.</p>	<p>We may make payments on your behalf if you ask us to, for instance, for trade union membership fees.</p> <p>We may ask you to complete a medical questionnaire and undergo a medical examination before employing you. If you indicate that you are disabled, we may ask for a supporting medical certificate.</p> <p>When we verify your credit history, education history, identity number, driver's licence or criminal record, we use third-party service providers to verify your personal credentials.</p> <p>When we want to employ you in a position of trust and honesty that requires you to handle cash or finances or to prevent or detect fraud, we may collect your consumer credit information.</p>

5. How We Share Your Information

<p>We only share your information if it is required to manage our relationship with you or for legitimate business reasons.</p>	<p>Here are some of the instances when we have to share your personal information:</p> <ul style="list-style-type: none"> • sometimes when we share candidate information with other companies in the group for business purposes; • from time-to-time parts of the business may be sold which could include a transfer of candidate information; • when we use other companies to conduct verifications (e.g., credit and criminal checks); • when we obtain information from and send information to recruiters and agencies; • when we use other companies to store personal information;
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	<ul style="list-style-type: none"> • when we use psychometrists and companies who generate reports to evaluate if you are suitable for the position you applied for; • sometimes when other companies provide services on our behalf (e.g., to deliver specific information you have requested or to assist us with administrative tasks); and • when we have to comply with legislation, the government, or the court (e.g., the Department of Labour, SARS, the Labour Court, the JSE or the Services SETA).
We only share the minimum amount of your information.	We only share the minimum amount of information that the service provider requires.
We only share your information with service providers we trust.	We require that service providers agree to keep your information secure and confidential and only use it for the purposes for which we shared it with them.
Some of the service providers that we use may be in other countries.	When we share information with countries that may not have the same levels of protection of personal information as South Africa, they must undertake to protect personal information to the same level that we do.
We provide appropriate safeguards before we share.	We have appropriate safeguards in place in contracts between our local and foreign service providers and us.

6. How We Store Your Information

We retain your personal information for as long as it is reasonably necessary.	We retain your personal information for as long as we have a legitimate reason to keep it, in accordance with applicable laws. These periods vary depending on the type of personal information, the reason why we originally collected it, and any applicable retention period required by law.
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7. How We Keep Your Information Secure

We have reasonable security measures in place to protect your personal information and to minimise the impact of a breach.	<p>We base our security measures on the sensitivity of the personal information that we hold. Our security measures are in place to protect your personal information from:</p> <ul style="list-style-type: none"> • loss • misuse • unauthorised access • being altered
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	<ul style="list-style-type: none"> • being destroyed
We regularly monitor our systems for possible vulnerabilities and attacks.	No system is perfect, and we cannot guarantee that we will never experience a breach of any of our physical, technical, or managerial safeguards, but we regularly monitor our systems for vulnerabilities.
We will let you know of any breaches that may affect your personal information.	<p>If something should happen, we have taken steps to minimise the threat to your privacy, and we will let you know if your personal information has been compromised.</p> <p>We will also let you know how you can help minimise the impact of the breach.</p>

8. Your Personal Information Rights

We want you to handle the personal information of others with care and respect.	<p>This notice applies to your personal information, but it must also inform the way in which you treat the personal information of other job applicants, clients, and service providers.</p> <p>We also have clients, service provider, and employee privacy notices which will give you a good idea of how their information must be treated, however the principles are the same.</p> <p>These notices are supported by specific rules, procedures and policies that apply to employees who handle the personal information of employees, clients, service providers, and job applicants.</p>
You may ask us about your personal information.	You have the right to know when we collect and use your personal information, and to ask us what we know about you and what we do with that information.
You may access your personal information.	<p>You may ask to access your own personal information by contacting Privacy@fixlegal.africa</p> <p>We may take up to one month to respond to your request and may charge a fee in some circumstances. We will let you know if this is the case.</p>
You have control over your personal information.	<p>You may:</p> <ul style="list-style-type: none"> • ask that we update incorrect personal information, or complete personal information that may be incomplete; • ask that we delete your personal information; • ask to receive your personal information in a structured, commonly used and machine-readable format;

	<ul style="list-style-type: none"> • ask that we reuse your personal information for your own purposes across different services; • object to the processing of your personal information under certain circumstances; • object to automated decision-making and profiling; • ask that a human review any automated decisions that we make about you, express your point of view about it, and obtain an explanation of the decision. You may challenge any automated decision made about you; and • ask that we restrict our use of your personal information.
<p>You have the right to unsubscribe.</p>	<p>You have the right to unsubscribe from any direct marketing we send you.</p>
<p>You have the right to lodge a complaint with the Information Regulator.</p>	<p>You can contact the Information Regulator at inforeg@justice.gov.za</p>