



Hayley Cooper t/a Wild Dreams Hospitality

## **POPI ACT Policy**

Wild Dreams is committed to safeguarding the privacy of our clients, candidates and website visitors and are fully compliant with the protection of personal information act, 4 of 2013. (POPIA or POPI ACT)

This policy applies where we are acting as a data controller with respect to personal data of clients, candidates & website visitors. In other words where we determine the purpose is a means of processing that personal data.

In this policy "we" and "us" and "our" refer to Wild Dreams.

The Popi act Requires us to inform our data subjects we intend to use information. We are also required to protect the information from any threats internal or external deliberate or accidental to ensure business continuance. this policy provides a framework and measures within our company regarding the protection of individuals privacy.

We will take reasonable steps to ensure the personal information obtained from candidates or clients are stored safely and securely.

This includes certificates, references, qualification & background checks and any other personal information that may be obtained for the purpose of candidate representation.

Personal information is collected directly from candidates.

We will only use or release candidate information with their consent except where we are required to do so by law in the latter case, we will always inform the candidate.

The personal information collected from candidates allow us to represent them to our clients for the purpose of finding and securing employment we collect personal information for recruitment.

It is our responsibility to ensure candidate information is complete up-to-date and accurate before we use it and we may need to request candidates from time to time to update the information and confirm that it is still relevant.

We will ensure our internal measures are secure to protect the integrity of personal information and guard against the risk of last damage or destruction thereof.

Personal information will be protected against any unauthorized or unlawful access or processing.

We are committed to ensuring that information is only used for full adjustment purposes with candidate consent.

Candidates are permitted to know any particulars of their personal information held by us as well as the identity of any authorized employees of our agency who has access to this.

The purpose of collecting your information is to refer you to a client for employment by sending your CV containing personal information and performing the required checks such as criminal checks, qualifications and background checks.

We will not be able to assist you to find employment should you refuse to provide us with consent or withhold information. Your personal information provided to us will be held and all stored securely for the purpose of recruitment or re-recruitment.

The employees of Wild Dreams are responsible for administering and overseeing the implementation of this policy and as applicable supporting guidelines, standard operating procedures, notices, consents and appropriate related documents and processes. All employees have been trained in this regard.

Wild Dreams have the rights to amend this policy at any time. An updated copy will be available on our website unless otherwise stated. The current version will be applicable.

By sending us your application you agree to the following:

- You have read and understood our policy and have no objection to us keeping your personal information on our database for future positions.
- You are aware that we will contact you and obtain consent before sending your CV to a client.
- You confirm you have provided us with correct and up-to-date information and will update us on any changes.
- You are aware that we have access to your personal information such as your name, ID or passport number, address, phone number, relationship status, gender, date of birth, photo, portfolios, educational & employment details.

By supplying Wild Dreams with the above-mentioned information I am aware that they will use this information for recruitment purposes & have given them permission to do so.

Your rights:

- You have the right to know what information we have and how that information is being used.
- You have the right to view this policy on our website at any time.
- You have the right to update and change your information at any time.
- You have the right to revoke consent and this must be done in writing to [cv@wilddreams.co.za](mailto:cv@wilddreams.co.za)

Please note: Revoke consent is not backdated and will not affect use of your information already made.

Our Founder & CEO, Hayley Cooper is our POPI ACT officer.