

CAREER CONSORTIUM AFRIKA PRIVACY POLICY

THIS PRIVACY STATEMENT FORMS PART OF CAREER CO'S WEBSITE TERMS AND CONDITIONS. IF YOU DO NOT AGREE WITH ANY TERM OF THIS PRIVACY POLICY, YOU MUST CEASE YOUR ACCESS AND USE OF THIS WEBSITE IMMEDIATELY.

1. Introduction

Career Consortium Afrika ('We', 'us' and 'our') cares about the privacy, security, and safety of your personal information. This policy explains how we collect, use, share and protect your personal information, as required by the Protection of Personal Information Act, Act No. 4 of 2013 (POPIA).

Your use and access of our website signifies your consent to us collecting and using your personal information as specified below.

2. Definitions

- 2.1. **"Career Co"** means CEDS Careers (Pty) Ltd t/a Career Consortium Afrika, Registration Number: 2003/02/4097/07, and its subsidiaries and affiliates.
- 2.2. **"Personal Information"** means information relating to an identifiable, living, natural person or juristic person, including without limitation, race, gender, marital status, nationality, age, physical or mental health, disability, language, education, identity number, telephone number, email, postal or street address, biometric information and financial, criminal or employment history as defined in POPIA.
- 2.3. **"Process"** means any operation or activity, whether automated or not, concerning personal information, including: collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation, use, dissemination by means of transmission, distribution or making available in any other form, merging, linking, as well as blocking, degradation, erasure or destruction of information. "Processing" will have a similar meaning.
- 2.4. **"You"** or the **"user"** means any person who accesses and browses this website for any purpose.
- 2.5. **"Website"** means the website of Career Co at URL www.careerco.co.za or such other URL as Career Co may choose from time to time.

3. Processing of Personal Information in terms of the Electronic Communications and Transactions Act, Act No. 25 of 2002 (ECTA)

- 3.1. By providing your personal information to Career Co you acknowledge that it has been collected directly from you and consent to its processing by Career Co.
- 3.2. Where you submit Personal Information (such as name, address, telephone number and email address) via the website (e.g. through completing any online form) the following principles are observed in the processing of that information:
 - 3.2.1. Career Co will only collect personal information for a purpose consistent with the purpose for which it is required. The specific purpose for which information is collected will be apparent from the context in which it is requested.
 - 3.2.2. Career Co will only process personal information in a manner that is adequate, relevant, and not excessive in the context of the purpose for which it is processed.
 - 3.2.3. Personal information will only be processed for a purpose compatible with that for which it was collected, unless you have agreed to an alternative purpose in writing or where Career Co is permitted in terms of national legislation of general application dealing primarily with the protection of personal information.

- 3.2.4. Career Co will not disclose any personal information relating to you to any third party unless your prior consent is obtained or Career Co is required to do so by operation of law.
- 3.2.5. Career Co will destroy or delete any personal information that is no longer needed for the purpose it was initially collected, or subsequently processed.
- 3.2.6. As permitted by ECTA, Career Co may use personal information collected to compile profiles for statistical purposes. No information contained in the profiles or statistics will be able to be linked to any specific user.
- 3.2.7. If personal information is released with your consent Career Co will retain a record of the information released, the third party to which it was released and the reason for the release for at least a period of 1 (one) year from the date on which it was last used.

4. Collection of your information

Your information is collected and processed when you submit information directly to this website (by completing an online form, for example)

5. Information which is automatically collected

When you use any of our digital channels, we receive and store information generated by your activities (usage data gathered by cookies) and other information that are automatically collected from your browser or mobile device. Most of this data is generally not personally identifiable. However, some of this data, either alone or when linked with other information, may allow your identity to be discovered. We treat this combined data as personal information and we protect it accordingly.

6. Protection of your information

We take every reasonable precaution to protect your personal information from theft, unauthorised access and disruption of services. Our security controls are designed to maintain an appropriate level of data confidentiality, integrity, and availability. We regularly test our website, data centres, systems, and other assets for security vulnerabilities. However, we cannot guarantee the security of any personal information that you willingly disclose online. Please note that we process and collect your personal information when you use our website or when you email us.

7. Accessing, changing or removing your personal information

You may request access to your personal information which we have on record. You may also request us to correct or remove your personal information from our records.

8. Usage of your personal information

Your Personal information will only be processed for a purpose compatible with that for which it was collected, unless you have agreed to an alternative purpose in writing or where Career Co is permitted in terms of national legislation of general application dealing primarily with the protection of personal information.

9. Period of retention

The time periods which we keep your information may vary according to the use or purpose attached to the information. Unless there is a specific legal requirement requiring us to keep your information, we will not keep it for longer than necessary for the purpose for which the information was collected or for which it is to be processed.

10. Disclosing your information to third parties

We may provide aggregate statistics about website users, clients, traffic patterns and other website information to third parties, but these statistics will not include any information that could identify you. All personal information disclosed to any third party by Career Co, including its subsidiaries and affiliates, will be in accordance with the Protection of Personal Information Act, Act No. 4 of 2013, as amended.

11. Usage of Cookies

By using our website, you are **consenting** to our use of cookies in accordance with this clause. If you **do not agree** to our use of cookies in this way, you should set your browser settings accordingly, disable the cookies that we use or not use our websites at all. If you disable the cookies we use, this may impact your user experience while on the websites.

12. Links to other websites

Career Co has no control over and accepts no responsibility for the privacy practices of any third party websites to which hyperlinks may have been provided and we strongly recommends that you review the privacy policy of any website you visit before using it further.

13. Contact us

Should you wish to report a privacy incident or if you would like to update your personal information or preferences, please contact our Office on the details below:

Telephone: 0861542278

Email: business@careerco.co.za

14. Queries

If you have any queries about this privacy policy, please contact us by emailing us on business@creerco.co.za

15. Updating of Privacy policy

This privacy policy was last updated in June 2021. We may periodically update these terms without prior notice. Kindly ensure that you have acquainted yourself with our most recent terms of use and our privacy policy prior to visiting our website.