



FOR YOUR INFORMATION



H&S PRIVACY NOTICE - EMPLOYEE

Details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with

WHY DO WE NEED YOUR PERSONAL DATA?

Personal data is required to fulfill the requirements of an employment, contractual or service relationship which may need to exist between yourself and organization.

WHAT PERSONAL DATA DO WE COLLECT?

We intend to use the information for any other purpose, we will always inform you before hand. We may collect the personal data of children, but this data will be required to maintain records example, with tax with authorities or medical aid SOC's

Our company may use computers to automatically make decisions that may relate to you. You have the right to be given more details for further details please check in with our HR Department

HOW DO WE LOOK AFTER YOUR PERSONAL DATA?

We limit the amount of personal data collected only to what is fit for the purpose of the employment relationship. We re strict, secure and control all of our information as it's against unauthorized access, damage loss or destruction; whether physical or electronic, and we ask that how employees assist us in these activities. We retain personal data only for as long as is necessary to fulfil the requirements of the employment relationship, respond to request from employees, or longer, if required by law. If we retain your personal data for historical or statistical purposes, we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data

HOW CAN YOU ACCESS YOUR PERSONAL DATA?

As an employee you have the right to:

- You have the right to request auto company, access to your personal data which we might hold as well as the rights to rectify, erase or restrict the processing of such information.
- You may make a request for access to your personal data from our company website, or directly to our data controller.
- Where you have previously given consent to process your personal data, you have the right to request let your personal data be ported [transferred] to a different service provider, or to yourself
- Where it may have been necessary to get your consent to use your personal data, at any moment, you have the right to withdraw your consent.
- If you withdraw your consent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal

OUR CONTACT INFORMATION:

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