

Privacy Notice for Job Applicants

This notice was last updated on 07/07/2022.

This privacy notice tells you how we collect, use and disclose your personal information when you provide products and services to Pragma.

This notice may change, but we will let you know if it does.

POPIA/GDPR-002 Job Applicants PN

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1.0	07/07/2022	First Issue	Nocvon and Pragma
1.1	08/03/2023	Add PAIA Manual link and update IR website	STEERCOM
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1. We are the Pragma Group

The Pragma Group consists of the companies listed in our Pragma Group Profile document, which can be found in the 'About us' section on our website:

[About Pragma - Enterprise Asset Management \(pragmaworld.net\)](http://pragmaworld.net)

2. Personal information we collect, use and generate

2.1 When you apply for a position at the Pragma Group

We will only collect the personal information that we need to help us decide whether you are suitable for the position.

When you apply to work for us, we collect the following personal information directly from you:

- full name(s) and surname
- identity and passport number
- gender
- educational background
- work history
- LinkedIn details
- references
- contact details
- driver's license status
- citizenship

We may further collect the following personal information when it is necessary to comply with the law:

- race
- criminal record
- disability status

We may collect personal information about you from third parties when we contact your references, use external recruiters, or conduct credit or criminal checks, qualification checks, to confirm your identity, and in some instances fraud checks

We may require that you go for psychometric, competency, skills, or technical assessments, or all of them.

We may generate records about you, such as interview notes and results of job-related assessments.

2.2 When you contact us

When you email, phone or chat with us, we collect and store those messages and conversations so that we can respond to you. We use your contact information to communicate with you.

3. We share your personal information with our trusted suppliers and other companies in the Pragma Group

When you share your personal information with us, you share that information with all companies in the Pragma Group.

We store personal information in South Africa and the Netherlands.

We use suppliers, service providers and contractors that we trust, to help us run our business. They have agreed to keep your personal information secure and confidential and to only use your personal information for the purposes that we shared it with them.

Some of the service providers and contractors we use may be located in countries outside South Africa and the European Union. These countries may not have the same levels of protection of personal information as South Africa and the European Union. In this case, those service providers and contractors must undertake to protect your personal information to the same level that we do.

Sometimes the law requires that we share your personal information, for instance, to comply with tax and employment laws.

4. We do not keep your information longer than we must

We must keep your personal information for as long as we consider your application and for 24 months after that. For external candidates, you have an option to opt-out of our recruitment portal and your personal information will be removed.

We will only keep your information for as long as we must for operational reasons, or for as long as the law requires.

We may ask you if we can keep your application on record to consider you for future vacancies. We will only keep your application for longer than 24 months if we have your permission. You may ask us to delete your information at any time.

5. We have taken reasonable steps to minimise the impact of a breach

We have reasonable security measures in place to protect personal information from:

- being lost;
- being used in the wrong way or for the wrong reason;
- being accessed without authorisation;
- being changed; and
- being destroyed.

The more sensitive the information is, the better we protect it.

However, no system is perfect, and we cannot guarantee that we will never experience a breach of any of our physical, technical, or managerial safeguards, that is why we check our systems regularly for security issues.

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. We will also let you know how you can help minimise the impact of the breach.

If you suspect that we (or you) have had a security breach, please let us know immediately by sending an email to: cybersecurity@pragmaworld.net

Please include as much information as you can about what has happened.

6. Your rights and preferences

You have the right to:

- ask what we know about you;
- ask what personal information we sent to our suppliers, service providers, or anyone else;
- ask us to update, correct or delete any out-of-date or incorrect personal information we hold about you;
- unsubscribe from any direct marketing we may send you;
- object to our use of your personal information;
- ask us to restrict our processing of your personal information; and
- reuse your personal information for your own purposes across different services, also known as the right to data portability.

It can take us up to 21 days to respond to your request because there are procedures that we must follow. In some instances, we may ask you for proof of your identity or a valid proof of residence.

If you live in the European Union, you have the right to complain to a supervisory authority in the Member State where you live or work, or where a data protection law infringement occurred. If you live in South Africa, you have the right to complain to the [Information Regulator \(infoeregulator.org.za\)](http://infoeregulator.org.za)

7. Contact us

If you have any questions, please get in touch with us at Information.officer@pragmaworld.net.

Our information officers are listed in our PAIA manual on our website. [PAIA-Manual.pdf \(pragmaworld.net\)](#)

For notification of an information breach, as mentioned in paragraph 5, please contact cybersecurity@pragmaworld.net.