

CONSENT FORM TO THE COLLECTION AND DISCLOSURE OF PERSONAL AND IDENTIFICATION INFORMATION – POTENTIAL AND CURRENT EMPLOYEES

To enable the South African Credit and Risk Reporting Association (the SACRRA / we) to evaluate your application for employment, to manage the employment relationship in the event that your application is successful and to perform our functions and meet our obligations to you as well as under law, the SACRRA will require certain information from you as detailed on the forms provided to you at the time.

1. Depending on the phase of the recruitment process and/or during your employment, the SACRRA requires, in particular:
 - 1.1. you to provide us with certain personal information - including identification number, race, gender, employment history, qualifications, home address, images and photographs, relevant contact details (including references and an emergency contact person's full names and surname, and contact details), income tax number, payslips, bank details - by completing the necessary forms during the recruitment and/or contracting process;
 - 1.2. your consent for the SACRRA to verify certain qualification and employment history details;
 - 1.3. your consent for the SACRRA to meet its processing and statutory and legal reporting obligations; and
 - 1.4. any other information requested from time to time, as may be necessary for the SACRRA to manage the employee-employer relationship with you.
2. The provision of this information and the consents is mandatory.
3. You agree that this information will be used by the SACRRA to:
 - 3.1 evaluate your application for employment in response to a vacancy as advertised;
 - 3.2 verify certain information to assist in the above process. Some information will be collected directly from you (based on the information you provide in your Curriculum Vitae and/or covering letter during the recruitment and contracting process) and from third parties (such as the National Learners' Record Database (NLRD) via SAQA VeriSearch at the South African Qualifications Authority (SAQA) for verification purposes or external people as per the reference information provided by you);
 - 3.3 negotiate and enter into contract(s) with you relating to your employment;
 - 3.4 processing of any agreed remuneration;
 - 3.5 communicate with you;
 - 3.6 post your image(s)/photograph(s) provided by yourself or taken during the course of your employment on the SACRRA's News Bulletin, presentations, social media platforms and/or by any other means the SACRRA deems necessary for informative purposes to consumers/stakeholders;

- 3.7 reflect your contact information in meeting invitations and/or minutes of meetings and in other required documentation where relevant; and
 - 3.8 to meet our obligations in respect of auditing, record-keeping, statutory compliance, and reporting.
4. Your failure to provide the required information or consents will result in the SACRRA being unable to conclude the recruitment process and/or permanent employment contract with you.
5. If, after your application for employment is approved and the permanent employment contract signed:
 - 5.1 you fail to keep all of your information accurate and up to date during the course of your relationship with the SACRRA; and
 - 5.2 you withdraw your consent for our ongoing verification and relationship management activities,we may be unable to deliver on the contract obligations and this may necessitate that we terminate the contractual relationship with you.
6. The SACRRA is committed to upholding the right to privacy that each individual in South Africa enjoys in terms of the Constitution of the Republic of South Africa and the protection of personal information generally through compliance with the Protection of Personal Information Act, 4 of 2013 (POPIA).
7. The SACRRA will only use your personal information in accordance with POPIA and to the extent necessary for the purposes set out above. In particular, the processing and use of your personal information will be done in accordance with the conditions for the lawful processing of personal information and, as such, the SACRRA will:
 - 7.1 ensure that all the conditions for the lawful processing of personal information are complied with;
 - 7.2 process all personal information lawfully and in a manner, which is reasonable and not excessive;
 - 7.3 process your personal information subject to your prior consent and approval, save where already agreed in this consent form or where such information is already in the public domain or the SACRRA are lawfully permitted to do so;
 - 7.4 collect all personal information directly from you (to the extent that this is possible), alternatively, from the relevant third parties as necessary to provide our services to you;
 - 7.5 process all personal information only for the purposes set out above;
 - 7.6 keep the records of your personal information private and confidential, unless we are required by law to disclose this information;
 - 7.7 retain the personal information only for as long as it is necessary to meet the purpose of its collection and in line with the SACRRA's policies or as otherwise required by law;
 - 7.8 ensure that the processing of the personal information by our employees or any third parties are subject to the appropriate legal undertakings and in accordance with the provisions of POPIA;
 - 7.9 implement appropriate security safeguards when processing the personal information being processed;
 - 7.10 notify you in writing by email immediately upon becoming aware of or having reasonable grounds to suspect any unauthorised or unlawful use, disclosure or

processing of the personal information held by us, or of any security event or security breach; and

7.11 on your request, allow you access to your personal information held by us.

8. The SACRRA will not:

8.1 sell your information to third parties; and

8.2 use your personal information for direct marketing purposes, other than to communicate with you and/or to inform you of matters relating to our relationship with you.

9. You have the right to access and rectify the information collected and we ask that you please inform the SACRRA should any of your personal information not be correct, accurate or up to date. Please inform the SACRRA should any of your personal information change.

10. For any questions and/or concerns regarding your rights in respect of the sharing and use of your personal information, or if you have any complaints, please contact the SACRRA Office on info@sacrra.org.za.

11. Should you believe that your personal information has not been dealt with in accordance with the provisions of POPIA and you were not able to resolve the issue with the SACRRA Office, you may contact the Information Regulator <https://inforegulator.org.za/contact-us/>.

STATEMENT OF CONSENT

I, the undersigned, confirm that I have read and understood the above information and that:

- (a) I consent to the processing, collection, secure storing and appropriate use of my personal information and other confidential information by the SACRRA in the manner set out above; and
- (b) I understand the impact of not providing this consent; and
- (c) I consent to me receiving communication from the SACRRA by means of any form of electronic communication, including and not limited SMSs, alternative messaging applications or e-mail; and
- (d) I consent to the disclosure of my personal information and other confidential information to the SACRRA employees and certain third-party institutions and authorise the SACRRA to release such information to these employees and third parties for the purposes as set out above.

Authorised Signature _____ Date _____

Name (printed) _____