

Privacy Policy (POPIA)

Protection of Personal Information Act (POPIA) 26 November 2013

1. Introduction

My-Job is dedicated to safeguarding the privacy of its users and ensuring that personal information is processed lawfully, fairly, and transparently, in accordance with the Protection of Personal Information Act (POPIA). This Privacy Policy explains how we collect, use, store, and protect your personal information, as well as your rights regarding this data.

2. Information We Collect

We may collect the following personal information from users:

- **Personal Details:** Name, contact information (such as email address and phone number), and any other information voluntarily provided.
- **Usage Data:** Information about how our services are accessed and used, including device details, IP address, and browsing behaviour.
- **Cookies and Tracking Information:** We use cookies and similar technologies to gather data for analytics and to improve user experience.

3. Purpose of Collection

The personal information we collect is used for the following purposes:

- To provide and maintain our services.
- To improve and customise the user experience.
- To communicate with users, including responding to queries or notifications.
- To comply with legal obligations.

We will only collect personal data that is necessary for these purposes and will not use your information for unrelated activities without your consent.

4. Consent for Data Collection

By using our services, you consent to the collection and processing of your personal information as outlined in this policy. You have the right to withdraw your consent at any time. Upon withdrawal of consent, we will stop processing your personal data unless we have a legal basis to continue.

5. Data Storage and Retention

Personal information is stored securely and kept only for as long as is necessary to fulfil the purposes described in this policy, or as required by law. We employ appropriate technical and organisational measures to safeguard your data from unauthorised access, modification, or loss.

6. User Rights

Under POPIA, you have the following rights:

- **Access:** You have the right to request access to the personal information we hold about you.
- **Correction:** You may request that inaccurate or incomplete information be corrected or updated.
- **Deletion:** You can request the deletion of your personal information where applicable.
- **Objection:** You have the right to object to the processing of your data for specific purposes.

To exercise any of these rights, please contact us at support@kindgenix.com.

7. Sharing of Personal Information

We may share your personal information with third-party service providers who assist us in delivering our services. These third parties are required to comply with strict confidentiality and data protection standards as outlined by POPIA. We will not share your data with third parties for any other purposes unless required by law.

8. Cross-Border Transfers

If personal data is transferred to third parties located outside of South Africa, we will ensure that the data is transferred to countries that provide an adequate level of protection for personal information, or that appropriate safeguards are in place.

9. Cookies Policy

We use cookies and similar technologies to track user activity on our website and store certain information. Cookies help us improve our services by providing insights into user preferences and behaviour. You can manage your cookie preferences through your browser settings, where you may choose to disable non-essential cookies.

10. Security of Personal Data

We take the security of your personal information seriously and implement stringent measures to protect it. However, no transmission of data over the internet is completely secure, and we cannot guarantee absolute security. Should a data breach occur, we will take appropriate action and notify affected users in line with legal requirements.

11. Changes to This Privacy Policy

We reserve the right to update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date. We encourage users to review this policy regularly to stay informed about how we are protecting personal information.

12. Conclusion for Privacy Policy

At My-Job, we are committed to protecting your privacy and ensuring the security of your personal information. By using our services, you acknowledge that you have read and understood this Privacy Policy, and you agree to the collection, use, and sharing of your information as described herein.

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will notify you of any significant changes by posting the updated policy on our website, and we encourage you to review it regularly.

If you have any questions or concerns regarding this Privacy Policy or our data handling practices, please do not hesitate to contact us at support@kindgenix.com.