

Privacy Policy (POPIA)

Protection of Personal Information Act (POPIA) 26 November 2013

1. Introduction

My-Job is committed to protecting the privacy of companies using our platform. This Privacy Policy explains how we collect, use, store, and safeguard company data in compliance with the Protection of Personal Information Act (POPIA).

2. Data Collection

- **Business Information:** We collect business names, registration numbers, industry, and contact information of authorized representatives.
- **Recruitment Activity Data:** Information about job postings, candidate interactions, and recruitment criteria.
- **Usage Data:** Platform usage, device information, IP addresses, and site navigation, collected to enhance service functionality.
- **Billing and Payment Information:** Financial data necessary for transactions, processed securely through third-party payment processors.

3. Purpose of Data Collection

- **Service Provision:** Data is collected to provide and improve My-Job's recruitment services, manage job listings, and enable efficient candidate-company interactions.
- **Compliance:** We collect data to comply with legal requirements, such as KYC and FICA regulations.
- **Platform Improvement:** Usage data helps us refine My-Job's features and develop new tools tailored to company needs.

4. Legal Basis for Processing

Data is processed with company consent, as required for service provision, or for legitimate interests, such as platform improvements.

Companies have the right to withdraw consent at any time.

5. Data Sharing and Security

- **Third-Party Providers:** Data may be shared with service providers (e.g., payment processors, security providers) who assist in delivering My-Job services, bound by strict confidentiality agreements.
- **Security Measures:** We implement robust security measures, including encryption, secure servers, and regular audits, to protect company information from unauthorized access.

6. Data Storage and Retention

Data is stored securely and retained only as long as necessary to fulfil service obligations or as required by law.

- **Cross-Border Transfers:** If data is transferred outside of South Africa, we ensure adequate protection or appropriate safeguards in compliance with POPIA.

7. Company Rights Under POPIA

- **Access:** Companies can request access to the information held about them.
- **Correction:** Companies may correct inaccurate or incomplete data.
- **Deletion:** Companies have the right to request data deletion where applicable.
- **Objection and Restriction:** Companies can object to certain types of data processing or restrict processing under specific conditions.

8. Cookies and Tracking

My-Job uses cookies to enhance site performance and collect analytical data. Companies may adjust their browser settings to manage cookie preferences.

9. Changes to the Privacy Policy

My-Job reserves the right to update this Privacy Policy as necessary. Changes will be posted on this page, and companies are encouraged to review it regularly to stay informed of data handling practices.

10. Contact Information

For questions or to exercise any rights under this Privacy Policy, companies can contact My-Job's data protection officer at support@kindgenix.com

11. 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