

## **privacy policy**

### **our commitment**

The Personnel Concept is committed to safeguarding the privacy of your information. By your information we mean any information about you which you or third parties provide to us.

### **sharing information**

We will not disclose personal information to anyone without your permission unless:

We are compelled to do so by law or in terms of a court order;

It is in the public interest to do so, and;

It is necessary to do so to protect our rights.

### **mail, email or SMS promotions**

Provided that you have agreed to this, we may use your personal or other information to send you information on industry related news that may be of interest to you and from time to time we will mail, email or SMS information to you about us, our products and services. If you do not wish to continue receiving this information you may contact us and we will remove you from our mailing lists.

### **processing information**

As a business which includes the supply of IT contracting and permanent staff, we may use your personal information, with your consent, to inter alia, administer dealings and potential dealings with clients, assess applications for employment or contractual positions, create online profiles accessible by you using the internet, analyse our web traffic and improve our site and service. By providing us with personal information, you expressly consent to The Personnel Concept processing your personal information for legitimate and business related purposes.

### **third parties**

Whenever we commission other organisations to provide support services to us, we will bind them to our privacy policies as far as they may be required to have access to our customers' personal information to perform such services. Our website may contain links to or from other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content, the security or privacy practices employed by other sites. We recommend that you always read the privacy and security statements on such sites.

### **storing personal information**

We will ensure we have appropriate physical and technological security measures to protect your information regardless of where it is held. However, no data transmission across any network, including the internet, can be guaranteed to be hundred percent secure. In this respect, we cannot

guarantee the security of any information transmitted across a network, including the internet. These activities are conducted at your own risk.

## **right to amend this privacy and security statement**

We reserve the right to amend this privacy and security statement at any time. All amendments to this privacy and security statement will be posted on the website. Unless otherwise stated, the current version shall supersede and replace all previous versions of this privacy and security statement.