

## Privacy Policy

Siyafunda Tours NPC trading as **Youth@work** is a registered Non Profit Company, **Youth@work** is committed to protecting the privacy and security of your personal information and to ensuring that your personal information is collected and used lawfully and transparently.

This Privacy Policy explains how we collect, use and disclose your personal information in accordance with the requirements of Protection of Personal Information Act 4 of 2013 (POPI). Please read the following carefully to understand our practices regarding your personal information and how we collect, process and protect it.

In line with the Conditions in the Protection of Personal Information Act, 4 of 2013 (the Act), Youth@work does

- Accept joint responsibility and accountability with you to responsibly manage and protect your Personal Information when providing our services and solutions to you;
- Accept to receive, only from you, and process the Personal Information that is necessary for the purpose to assist you with your required solutions, conclude the necessarily related agreements and consider the legitimate legal interests of everyone concerned, as required by the Act and to respect your right to withdraw your consent for the processing of your Personal Information;
- Undertake to only use your Personal Information for the purpose required to assist you or provide solutions to you;
- Undertake not to share or further process your Personal Information with anyone if not required for assisting you with your solutions or by the law;
- Commit to be open and transparent and notify you as and when required by law regarding why and how your Personal Information needs to be collected;
- Undertake to safeguard and protect your Personal Information in our possession;
- Commit to freely confirm what Personal Information we have, to update and correct the Personal Information, and to keep it for no longer than legally required. We or the companies who provide or assist with the solutions you required need.

### **INFORMATION WE COLLECT FROM YOU WHEN YOU APPLY FOR A JOB/WORK EXPERIENCE PROGRAMME**

We process the information you provide in your curriculum vitae and supporting documentation/information during the recruitment process purely for the purposes of assessing your suitability & eligibility for programme participation, for contacting you to progress your application and to engage any references you have provided. The basis for processing this information is with the aim of concluding a potential employment contract, depending on the outcome of our assessment (if applicable) and we have a legitimate interest in finding candidates for roles that we have. In the event that you are successful, this data will form part of your employment records.

### **INFORMATION WE COLLECT FROM WORK EXPERIENCE PROGRAMME PARTICIPANTS/EMPLOYEES**

This is information that Youth@work collects, processes and keeps about you for the purposes set out in this policy, this information may include name, contact details, race, gender, age, SA identification number, education (including results), nationality, language and disability. In some instances, Youth@work may receive your personal information from a third-party, including, but not limited to the host site. Furthermore, Youth@work may collect your information from publicly available sources such as websites.

Youth@work collects your personal information for the following purposes:

- to assess and/or verify your suitability and eligibility for participation in a work experience programme;
- to facilitate your enrolment in a work experience programme and give you access to additional learning platforms while an employee;
- to track your progress with designated learning modules;
- to process payroll and other human resource/employment relationships activities;
- for monitoring, evaluation and research regarding the work experience programme;
- to carry out Youth@work's obligations or enforce your obligations arising from the employment contract entered into between you and Youth@work;
- to provide you with the information and services that you request from Youth@work and for Youth@work to request information it may require from you;
- to measure compliance with laws including, but not limited to, the Broad Based Black Economic Empowerment Act 53 of 2003 (as amended); and/or
- to inform you about Youth@work events or initiatives.

## **INFORMATION WE COLLECT FROM THIRD PARTIES**

We collect names and contact details of the schools, host site and partner organisations we work with for the purposes of collaborating with you on the implementation of the work experience programmes.

We collect & process relevant information from supporters and funders on the basis that we have a legitimate interest in communicating with you and collaborating with you on the implementation of the work experience programmes.

We collect names, contact details, financial, B-BBEE information and tax information from suppliers and professional service providers so that we can place orders/instruct you and make payment in respect of any goods or services we receive as well as to measure compliance with applicable laws. We do this on the basis of the intention of contracting with you or for the performance of a contract we have with you.

## **WHO DO WE SHARE YOUR INFORMATION WITH**

Youth@workK may disclose your personal information to third parties, if it is under a duty to disclose or share your personal information in order to comply with any legal obligation; or in order to enforce any contractual terms and conditions and other agreements; or to protect the rights, property, or safety of Youth@workK.

Such third-parties include service providers (including payroll processing service providers, IT suppliers, consultants, professional advisers and volunteers) and government departments and authorities. All service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third party service providers to use your personal information for their own purposes. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

## **SECURITY MEASURES IN PLACE TO PROTECT YOUR INFORMATION**

Youth@workK has put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. These measures include, but are not limited to, policies and procedures to protect your information and IT security.

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Regulator of a suspected breach where we are legally required to do so.

## **YOUR RIGHTS: ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or withdraw consent to us processing your information, please contact the Information Officer listed at the end of this notice in writing. Please note that Youth@workK reserves the right to request payment of a fee related to the processing of your request.

By making a request, you confirm your express and informed consent for Youth@workK to verify & process your personal information in order to fulfil your request.

Youth@workK will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

All Personal Information which you provide to Youth@workK will be used and/or retained only for the purposes for which it is collected, where after it will be permanently destroyed or de-identified. Your information is only retained if it is required by law or where you have given consent to us to retain such information for an extended period.

## **CHANGES TO THIS PRIVACY NOTICE OR YOUR INFORMATION**

We reserve the right to update this privacy policy at any time, and we will publish a new privacy policy when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information. The latest version of our privacy policy is published on our website – indicated the date of the most recent update.

Should your personal information change, please inform Youth@work and provide Youth@work with your corrected personal information as soon as reasonably possible to enable Youth@work to update your personal information on our systems.

#### **HOW TO CONTACT THE YOUTH@WORK INFORMATION OFFICER**

Should you have any queries regarding this privacy notice or would like to exercise any rights you may have under POPI, please contact us at:

|                            |                                 |
|----------------------------|---------------------------------|
| Information Officer:       | J. Tshidzumba                   |
| Physical & Postal Address: | 105 Oxford Road, Saxonwold 2132 |
| Telephone:                 | +27 60 749 1927                 |
| Email:                     | popi@sayouthatwork.com          |

If you wish to lay a complaint against us regarding the way we have processed your personal information you can do so at South African Information Regulator:

Website: <https://www.justice.gov.za/inforeg/> Tel: 012 406 4818 Email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

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