



## **CANDIDATE INFORMATION YOUR PRIVACY IS IMPORTANT TO US!**

We strive to ensure that our use of your personal information or personal data is lawful, reasonable, and relevant to our business activities, with the goal of improving our services and your experience.

This privacy notice sets out what personal information we collect from you, how we collect your personal information, why we collect it and related matters.

Please read this privacy notice carefully to understand our views and practices regarding your personal information and how we will treat it. Should you require further clarity or assistance, please feel free to contact us using the contact details set out at the end of this policy.

There are two kinds of information which we collect from you, namely basic information and extended information.

### **BASIC INFORMATION**

THE INFORMATION WE MAY ACTIVELY COLLECT FROM YOU MAY INCLUDE YOUR:

- Identifying information – example: your name, surname, gender, date of birth, profile photo and physical location
- Passport and Visa information
- Contact details – example: e-mail address, website addresses, and phone numbers
- Service Certificates

### **EXTENDED INFORMATION**

This could include your additional identifying information and contact details, biographical information, educational history, personal preferences, your “likes” and “dislikes”, or other social networking sites your currently on, references (written and verbal).

You can decide the layers of extended information which you want to share with us.

We use the information we collect for recruitment purposes. We constantly strive to improve our clients service and so we also use the information we collect in order to offer you information and content which is more appropriately tailored for you



**WE MAY COLLECT AND USE YOUR PERSONAL INFORMATION FOR:**

- Recruitment purposes;
- Establish and verify your identity;
- Maintain and update our database;
- Communicate with you in various ways such as e-mail, telephonically, SMS, WhatsApp notifications, online communication platforms such as Zoom etc.;
- Inform you about any changes to our site, and services, our terms of use, this privacy notice or other changes which are relevant to you

**WHERE WE WILL COLLECT YOUR DATA:**

- Interview processes;
- Your application information and Curriculum Vitae
- Registration documents;
- Social Media platforms such as Linked-In, Facebook, Instagram, Twitter and the Internet
- Our Data Base, once registered

We will obtain your permission prior to collecting or utilising your personal information for any other purpose.

Once you decide you no longer require any further services from us, you may contact us and your contact details and information will be deleted.

Any enquires regarding this policy, kindly contact us at [info@pmrecruitment.co.za](mailto:info@pmrecruitment.co.za)

In Acceptance please sing below:

Date: \_\_\_\_\_

Name & Surname \_\_\_\_\_

Candidate Signature: \_\_\_\_\_

**Pick Me Recruitment**