



## Privacy Notice: Job Applicants

As part of any recruitment process, Huge Connect Pty Ltd collects and processes personal information of job applicants/candidates to assess their suitability for a vacant position in our company.

Huge Connect is transparent about how we collect and process your personal information and commits to comply with the Protection of Personal Information Act, 4 of 2013.

### What information do we collect?

Huge Connect collects a range of information about you, which includes but is not limited to:

- Your name, address and contact details, including email address and phone number(s)
- Details of your qualifications, skills, experience, and employment history
- Information about your current and desired levels of remuneration
- Other relevant information related to the specific job.

Huge Connect may collect personal information contained in application forms, CVs or resumes, identity documents or through interviews or other forms of assessment. We may also collect personal information about you from third parties, such as references supplied by former employers, credit checking service providers etc.

Personal Information is stored in our HR management systems and on other Huge Connect IT systems (including email).

### Why does Huge Connect process personal data?

We need to process your personal information to assess your suitability for the position and to select the most suitable candidate for the vacant position. If you are indeed selected as the most suitable, Huge Connect may also need to process your personal information to enter into an employment contract with you.

In some cases, we need to process your personal information to ensure that we are complying with our legal obligations.

Huge Connect has a legitimate interest in processing personal information during the recruitment process and to keep proper records of the process. Processing personal information of job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and select the most suitable candidate for the job. We may also need to process personal information of job applicants to respond to and defend against legal claims.

Huge Connect may process special personal information, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics and comply with statutory obligations. We may also collect information about job applicants' disabilities and health to evaluate if it is possible to make reasonable adjustments within the workplace for suitable candidates with disabilities and/or health challenges.

If your application is unsuccessful, Huge Connect may keep your personal information on file in case there are future employment opportunities for which you may be suited. We will request your consent before we retain your personal information for this purpose, and you are free to withdraw your consent at any time in writing.

### **Who has access to data?**

Your information will be shared within the company, as necessary in terms of our recruitment procedure, i.e. your personal information will be shared with members of the HR and recruitment team, interviewers, managers in the relevant division where the vacancy exists and IT staff, if access to the personal information is necessary for the performance of their roles.

We will not share your personal information with third parties unless you have been identified during the shortlisting and interview process as being suitable for the position. We may then share your personal information with third parties to obtain references, employment background and credit checks, needed to make a final decision as to your suitability to be employed by Huge Connect.

### **How does Huge Connect protect personal information?**

We regard the safeguarding of your personal information as important and have internal policies and controls to ensure that your personal information is not lost, accidentally destroyed, mis-used or disclosed, and is not accessible to anyone except our employees in the proper performance of their duties.

## How long does Huge Connect keep personal Information?

If your application for employment is unsuccessful, Huge Connect will retain your personal information for 6 (six) months after the end of the relevant recruitment process. At the end of that period, your personal information is deleted or destroyed. You will be requested (when you submit your application) whether you consent that we retain your details for the purpose of considering you for other positions that may become vacant in the future.

If your application for employment is successful, your personal information provided during the recruitment process will be retained by Human Resources and a personnel file (electronic and/or paper based) will be kept for the duration of your employment with Huge Connect. After termination of employment your personal information will be retained for as long as legally required, whereafter it will be disposed of in secure manner.

## Your rights.

As a data subject, you have several rights, such as:

- Access and obtain a copy of your personal information on request;
- Require Huge Connect to change incorrect or incomplete personal information;
- Require Huge Connect to delete or stop processing your personal information, for example where the personal information is no longer necessary for the purposes of processing; and
- Object to the processing of your personal information where Huge Connect is relying on its legitimate interests as the legal ground for processing.

To exercise any of the above rights you must use Huge Connect's Data Subject Request Procedure published on Huge Connect's website [www.hugeconnect.co.za](http://www.hugeconnect.co.za) or contact our Human Resources Department at [humanresources@hugeconnect.co.za](mailto:humanresources@hugeconnect.co.za).

If you believe that Huge Connect has not complied with your personal information protection rights, you may complain to the Information Regulator: General enquiries email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za). or  
Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

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