STRUCTA GROUP (Pty) Ltd

Privacy policy

Effective date: 30/06/2021

Structa Group is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder of Structa Group.

It is important that you take all necessary and appropriate steps to protect your data yourself (for example, by ensuring that all passwords and access codes are kept secure).

Structa Group has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

Registered address: 21 Merriman Avenue, Vereeniging, Gauteng

Information officer contact details:

Lourens Booysen
lourens@structa.co.za
082 773 8418

Collection of data

Personal data may either be collected directly from you, as data subject, or it may be collected from other sources such as:

a) From your employing company
b) Through credit checks
c) Through the use of cookies on our website

Where information is not collected directly from you as a data subject, we will take reasonable steps to inform you of the fact that the information was collected and will be processed.

You must not send us personal information about someone else without first getting his or her consent for it to be used and disclosed in the ways set out in this terms and conditions. This is because we will assume he or she has consented although we may still ask for confirmation from them. Where you do give us information about someone else, or someone else discloses a connection with you, that information may be taken into account with your other personal information.

Prospective employees

In applying for this position, you may provide us with personal information as part of the application process. We may also obtain personal information while performing the required background check, reference check and credit check if relevant.

The personal information that may be obtained during this process is as follows:

Employees

Structa Technology must process personal information of their employees for various legal and employment purposes. The information that will be processed is as follows:

Race	**Provided for possible employment purposes**	**The data subject or a competent person where the data subject is a child consents to the processing**
Gender	**Provided for possible employment purposes**	**The data subject or a competent person where the data subject is a child consents to the processing**
Sex	**Employment Equity**	**The data subject or a competent person where the data subject is a child consents to the processing**
marital status		**The data subject or a competent person where the data subject is a child consents to the processing**
national, ethnic or social origin	**Legal Employment in RSA**	**The data subject or a competent person where the data subject is a child consents to the processing**
age	**Employment Equity**	**The data subject or a competent person where the data subject is a child consents to the processing**
well-being	**Provided for possible employment purposes**	**The data subject or a competent person where the data subject is a child consents to the processing**
disability	**Employment Equity**	**The data subject or a competent person where the data subject is a child consents to the processing**
language and birth of the person	**English mandatory as it is the business language**	**The data subject or a competent person where the data subject is a child consents to the processing**
Education history	**Provided for possible employment purposes**	**The data subject or a competent person where the data subject is a child consents to the processing**
employment history	**Provided for possible employment purposes**	**The data subject or a competent person where the data subject is a child consents to the processing**
ID number		**The data subject or a competent person where the data subject is a child consents to the processing**
e-mail address	**Required for Communication**	**The data subject or a competent person where the data subject is a child consents to the processing**
physical address	**Provided for possible employment purposes**	**The data subject or a competent person where the data subject is a child consents to the processing**
telephone number	**Required for Communication**	**The data subject or a competent person where the data subject is a child consents to the processing**

Location information	**Provided for possible employment purposes**	**The data subject or a competent person where the data subject is a child consents to the processing**
Name of individual if it appears with other personal information	**Required for Communication**	**The data subject or a competent person where the data subject is a child consents to the processing**

Customers

In order for us to provide you with the best service, we need to collect and process personal information from you as a customer. This information will consist of the following:

Personal information	Purpose for processing	Legal basis for processing
Race	**Provided for employment equity purposes**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
Gender	**Provided for employment equity purposes**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
Sex	**Provided for employment equity purposes**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
national, ethnic or social origin	**Required for legal employment**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
age	**Provided for employment equity purposes**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
physical or mental health	**Ensuring employees are accommodated**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
disability	**Provided for employment equity purposes**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
language and birth of the person	**English a requirement for as it is business language**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
Education history	**Provided for employment**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
employment history	**Provided for employment**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
ID number	**Payroll purposes and tax registration**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
e-mail address	**Communication with employee**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**

physical address	**Payroll purposes and tax registration**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
telephone number	**Communication with employee**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
Location information	**Communication with employee**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence		**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
Name of individual if it appears with other personal information	**Next of Kin for emergencies**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**
Trade union membership	**Payroll purposes**	**processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party**

Structa Technology will keep your personal information confidential at all times, however, you agree and consent that Structa Technology may:

a) Communicate with you electronically in relation with the service or product being provided (email, fax, telephone or through any other relevant or secured electronic platform)
b) Obtain any relevant personal information, from any person or institution, necessary to comply with the agreement between you and "Group Company Name"
c) Obtain credit information from any person or institution where necessary
d) Verify the information provided herein and to contact other third party for purposes of the same
e) Disclose personal information to regulatory or government agencies in accordance with the relevant legislation or directive
f) Use personal information to market new or other products of the company which may be suitable or relevant to you

Individuals screened for COVID 19

The following needs to be explained verbally to anyone who needs to complete documentation with personal information for COVID 19 Screening. It may also be documented on the document to be completed:

The personal information collected is necessary to comply with the COVID 19 screening as required by the Disaster management Act and supplementary regulations and directives. This information will be kept confidential unless disclosure is required by law. E.g. should a positive case be identified. This information will be stored for a period of [Enter time period] and thereafter be destroyed. If you do not provide the information as required, we can limit or refuse you access to the premises.

CCTV Monitoring

The premises of "Group Company Name" is monitored by CCTV footage. This footage is only processed for security purposes and not shared with any person or entity outside the company. CCTV footage is retained for a period of [enter period] after which it is destroyed.

Consent

Where the legal basis for us processing your personal information is consent as above, it will be included in the contract or agreement concluded with you. This consent may be withdrawn at any time, however this withdrawal of consent will not make processing we undertook before your withdrawal unlawful. You will not suffer any detriment for withdrawing your consent.

You may withdraw your consent by contacting our information officer, whose details are provided at the beginning of the privacy policy.

Where the legal basis for processing is for the proper performance of the contract, and you fail to provide us with the information or request us to stop processing this information, it may create limitations on our performance of the contract or agreement.

Sharing information

In processing your personal information, we may share it with third party processors under an operator's agreement. These include but are not limited to:

a) Payment processors
b) Email management and distribution tools
c) Data storage providers
d) Server hosts
e) This party contractors (payroll services)

As an operator, these service providers will not be able to process or use your data for any reason other than to provide the service as required by us. They also need to implement proper safeguards to ensure the personal information is secured at all times.

Information transfers

We may transfer to, and store personal information we collect about you, in countries other than South Africa. These countries may not have the same data protection laws as South Africa, and in this instance we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us.

Retention

"Group Company Name" is required to comply with various different legislative retention periods, which leads to different retention requirements. As such we have opted for the longest retention period required from us for legal purposes and apply this to all our data. Your personal information will be kept for a period of seven years in order for us to comply with all legal requirements.

Your legal rights

You have the following rights under the Protection of Personal Information Act:

a) Request access to your personal information
b) Request a correction or deletion of personal information
c) Object to the processing of personal information
d) Lodge a complaint to the Information Regulator

If you want to exercise any of the rights described above, or are dissatisfied with the way we have used your personal information, please contact the information officer.

Changes to this policy

This policy may change from time to time. The latest effective date will be highlighted at the start of the privacy policy.