



INTEGRATED
ASSESSING

Employee / Consultant Data Privacy Policy

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1. INTRODUCTION

The privacy and security of the personal data collected from you is a priority to Integrated Assessing (Pty) Ltd ("IA"). It is equally important to us that you understand how we handle this data. This policy includes any separate privacy notices that may provide more detail regarding personal information we collect, why we need that information, and choices you may have about the ways we use that information. For example, from time to time, you may be asked to expressly consent in writing to certain additional terms. This separate agreement will supplement or amend this policy, but only with respect to the matters governed by such separate agreement.

By your employment and or your involvement from a consultancy basis, you expressly acknowledge that you have read, understand and agree to all of the terms of this Privacy Statement, as outlined below and as it may be modified by us from time to time without prior notice.

2. COLLECTION OF DATA

To conduct business and comply with government regulations, we collect various personal and other data depending on your employment responsibilities, citizenship, location of employment, and other factors. Such data may include your name, user ID's, phone numbers, email address, mailing addresses, banking and other financial data, government identification numbers, date of birth, gender, race, ethnicity, health and disability data, family-related data, trade organization data, and any other necessary data. If you send any unsolicited data to IA by any means you explicitly consent to storage, destruction, processing, disclosure, and/or any other use by IA or any subcontractor of IA.

3. USE OF THE DATA WE COLLECT

We may use your data as follows:

- To identify you personally and/or
- To communicate with you and/or
- To comply with human resource requirements and/or
- To comply with government regulations and/or
- To provide employee benefits.

4. DISCLOSURE OF DATA

We disclose your personal information in the following circumstances:

- Legal requests and investigations – We may disclose any data about you when, in our opinion, such disclosure is necessary to prevent fraud or to comply with any statute, law, rule or regulation of any governmental authority or any order of any court of competent jurisdiction.
- Third-party service providers – We may, from time to time, outsource some or all of the operations of our business to third-party service providers. In such cases, it will be necessary for us to disclose your data to those service providers. In some cases, the service provider may collect data directly from you on our behalf. We restrict how such service providers may access, use and disclose your data.
- Agents: We employ other companies and individuals to perform functions on our behalf. Examples include processing compensation, providing employee benefits, and performing legal and other professional services. These agents have access to your data as needed to perform their functions, but they are not permitted to use it for other purposes.
- Business Transfers: As we continue to develop our business, we might sell or buy companies, subsidiaries, or business units. In such transactions, data generally is one of the transferred business assets but remains subject to the promise made in any pre-existing privacy statement.
- Protection of IA and Others: We release data when we believe release is appropriate to comply with the law; enforce or apply our policies and other agreements; or protect the rights, property, or safety of IA, our employees, consultants, or others. Obviously, however, this does not include selling, renting, sharing or otherwise disclosing personally identifiable data from employees for commercial purposes in violation of the commitments set forth in this Privacy Statement.

5. UPDATING AND ACCESSING YOUR PERSONAL DATA

You must immediately update your data when and if it changes so that we can maintain accurate data about you in order to perform necessary activities such as paying you and/or providing you with benefits. Although you may change your data, we may maintain such prior data about yourself. Therefore, you should not expect that all of your historical data will be removed from our databases at the time you notify us of changes.

6. RETENTION OF YOUR PERSONAL DATA

Upon your separation from IA, your personal information shall be retained and destroyed according to proper documentation retention policies and in compliance with applicable laws and or regulations.

7. SECURITY OF YOUR PERSONAL DATA

We employ security measures and technologies, such as password protection and physical locks, etc., to ensure the confidentiality of your personal data. If you are authorised to have access to the personal data of others, it is important that you take appropriate safeguards to protect this personal data.

Examples include:

- Paper and other hard copies containing personal data should be secured in a locked location when not in use.
- Computers and other access points should be secured when not in use by logging out or locking.
- Passwords and user ID's should be guarded and not shared.
- When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or other approved devices.
- Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed.
- Do not make or distribute unauthorized copies of documents and other tangible mediums containing personal data.
- Electronic files containing personal data should only be stored on secured computers and not copied or otherwise communicated to unauthorized individuals within or outside IA.

8. VIOLATIONS OF POLICY

Compliance with this Privacy Policy is important to IA. Any potential violation of these privacy policies should be reported to the Stadler Theron at stadler@iassessing.co.za. Failure to follow these privacy policies may result in discipline, up to and including separation of the employee and or consultant. Any question or suggestions regarding these policies may also be directed to Stadler Theron at stadler@iassessing.co.za.

IA reserves the right to change, supplement and/or amend this notice at any time; in such case this will be notified through our website and/or any other methods allowed by applicable law.

Consent to Policy