



**MPUMALANGA**  
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## **Candidate Disclaimer – Personal Information**

### **Definitions in Terms of the Content Below**

- “Candidate” means the person submitting Personal Information to be considered by Mpumalanga Personnel and Training Consultants cc for the purpose of recruitment to assist the candidate to potentially gain future employment opportunities;
- “MPRTC” refers to Mpumalanga Personnel and Training Consultants cc;
- “Consumer Credit Information” shall have the meaning ascribed to it in section 70 of the NCA; “FAIS Act” shall mean the Financial Advisory and Intermediary Services Act of 2002;
- “FSCA” refers to the Financial Sector Conduct Authority;
- “NCA” shall mean the National Credit Act, No. 34 of 2005, as amended from time to time, including any regulations made under the Act;
- “Personal Information” shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- “POPI” shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act; “Privacy and Data Protection Conditions” refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- “Responsible Parties” have meaning to MPRTC and their Verification Information Suppliers;
- “Verification Information Suppliers” shall mean third parties acting on behalf of MPRTC, including, but not limited to, criminal record bureaus, credit bureaus, previous employers, governmental bodies, and any educational, training, and fraud prevention organisations;

### **Consent For The Use Of Personal Information**

- By providing Personal Information to Mpumalanga Personnel and Training Consultants cc (“MPRTC”) in any form that may include but is not limited to telephonic, email, web or job portal submissions the candidate duly authorises Mpumalanga Personnel and Training Consultants cc (“MPRTC”), to access their Personal Information and conduct background screening checks as indicated above for the purposes of recruitment to assist the candidate to potentially gain future employment opportunities.
- Employment References
- Social Media Screening Checks
- Identity Verifications
- Qualification Verifications
- Credit Checks
- Criminal Checks
- Fraud Checks
- Insurance Regulations
- Drivers license & Vehicles
- Sanctions
- The candidate consents to requests for consumer credit information to be released for the below prescribed purposes only:
  - For employment in a position of trust and honesty and entails the handling of cash or finances;
  - Fraud prevention or detection.
- The candidate understands that verification requests form part of the background screening process and:
  - That requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA;
  - Data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
- The candidate acknowledges that any Personal Information supplied to MPRTC is provided voluntarily and that MPRTC may not be able to comply with its obligations if the correct Personal Information is not supplied to MPRTC.
- The candidate understands that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes of recruitment to assist the candidate to potentially gain future employment opportunities.
- The candidate warrants that all information, including Personal Information, supplied to the MPRTC is accurate and current and agree to correct and update such information when necessary.
- By submitting any Personal Information to MPRTC in any form you acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing and storing of such Personal Information by MPRTC in the following manner:
  - Personal Information may be shared by MPRTC with Clients and Verification Information Suppliers for verification or other legitimate purposes;
  - Personal Information may be shared by the Verification Information Suppliers with MPRTC and be further stored and shared by MPRTC with Clients and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification Information Suppliers for purposes for the purposes of recruitment to assist the candidate to potentially gain future employment opportunities or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
  - Personal Information may be stored by MPRTC, for legislated retention periods and where such periods are not legislated then the candidates personal information may be stored by MPRTC for as long as may be needed, or any other period based on customary human resource practices as agreed with the MPRTC.
  - Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MPRTC will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
- The candidate takes note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, the candidate may first resolve any concerns with that Responsible Party. If not satisfied with such process, the candidate has the right to lodge a complaint with the Information Regulator.
- A copy of Personal Information kept by the Responsible Parties will be furnished to the candidate upon request in terms of the provisions of POPI or the NCA and the candidate understands that they may dispute any information in the record provided.
- “The Candidate agrees that MPRTC, to the extent permitted by law, will not be liable for any complaint, claim or action brought by the candidate, arising from any action or omission by MPRTC, to the extent that such action or omission resulted from MPRTC complying with the terms of this consent and the candidate shall indemnify, hold harmless and defend MPRTC from and against any such claims or actions brought against MPRTC.”
- The candidate agrees that MPRTC will NOT be held liable for the content, factual correctness or accuracy of any data or Personal Information supplied to MPRTC by MPRTC’s Verification Information Suppliers or the candidate themselves. The Candidate hereby indemnifies and holds MPRTC harmless against any loss arising from neglect or damage in procuring, communicating or failing to communicate information used for the purpose of recruitment to assist the candidate to potentially gain future employment opportunities.