

PRUDENT

HUMAN RESOURCE SOLUTIONS

Privacy Policy

Effective Date: 01 March 2023

This Privacy Policy describes how Prudent HR Solutions ("we," "us," or "our") collects, uses, discloses, and protects the personal information of individuals ("Users" or "you") who visit our website or engage with our human resources outsourcing services. This Privacy Policy is in accordance with the Protection of Personal Information Act of South Africa ("POPIA").

1. Personal Information We Collect

a. We may collect the following types of personal information:

- i. Contact Information: Full name, email address, phone number, postal address.
- ii. Employment Information: Job title, company name, employment history, skills and qualifications.
- iii. Financial Information: Bank account details, tax information.
- iv. Identification Information: Identity or passport number, date of birth.
- v. Sensitive Information: Health-related information, race, gender, religious beliefs (only if relevant and with your explicit consent).

2. How We Collect Personal Information

a. We collect personal information through the following means:

- i. Information you provide: When you visit our website, use our services, or communicate with us, you may voluntarily provide personal information.
- ii. Cookies and similar technologies: We may use cookies and similar technologies to collect information about your browsing activities on our website.

3. Use of Personal Information

a. We may use personal information for the following purposes:

- i. Providing and improving our services: To facilitate the provision of our human resources outsourcing services and improve our offerings.
- ii. Communication: To respond to your inquiries, provide support, and send administrative information.



Prudent HR Solutions (Pty) Ltd
2022/657766/07
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- iii. Marketing and advertising: To send you promotional materials or notify you about new services and opportunities (with your consent).
- iv. Compliance with legal obligations: To comply with applicable laws, regulations, or legal processes.

4. Disclosure of Personal Information

- a. We may disclose personal information in the following circumstances:
 - i. Service Providers: We may share personal information with third-party service providers who assist us in operating our business and providing services.
 - ii. Legal Compliance: We may disclose personal information if required by law or in response to valid requests by public authorities.
 - iii. Business Transfers: If we are involved in a merger, acquisition, or sale of all or a portion of our assets, personal information may be transferred.
 - iv. With Consent: We may disclose personal information with your consent.

5. Data Subject Rights

- a. Under the POPIA, you have certain rights regarding your personal information, including:
 - i. Access: You may request access to the personal information we hold about you.
 - ii. Correction: You may request correction or update of your personal information.
 - iii. Erasure: You may request the deletion of your personal information in certain circumstances.
 - iv. Objection: You may object to the processing of your personal information for direct marketing purposes.
 - v. Restriction: You may request the restriction of processing of your personal information in certain circumstances.
 - vi. Portability: You may request the transfer of your personal information to another party.

6. Data Security

- a. We implement reasonable security measures to protect personal information from unauthorized access, use, disclosure, alteration, or destruction.



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However, no method of transmission over the internet or electronic storage is 100% secure.

7. Retention of Personal Information

- a. We retain personal information for as long as necessary to fulfil the purposes outlined in this Privacy Policy or as required by applicable laws and regulations.

8. Children's Privacy

- a. Our services are not intended for individuals under the age of 18. We do not knowingly collect personal information from children. If we become aware that we have inadvertently collected personal information from a child, we will take steps to delete such information.

9. Changes to the Privacy Policy

- a. We reserve the right to modify this Privacy Policy at any time. Any changes will be effective immediately upon posting the revised Privacy Policy on our website. We encourage you to review this Privacy Policy periodically.

10. Contact Us

- a. If you have any questions, concerns, or requests regarding this Privacy Policy or our privacy practices, please contact us at:

Prudent HR Solutions
Address: 258 Upper Kwelera
Phone: 073 311 4180
Email: reception@pllp.co.za

By using our website or engaging with our services, you acknowledge that you have read and understood this Privacy Policy and agree to the collection, use, and disclosure of your personal information as described herein.

Version 2.0, effective from 01 March 2023



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