



Privacy Policy

Effective Date: 11 October 2024

At Smart Hire, we are committed to protecting the privacy and personal information of our clients, candidates, and users of our services. This privacy policy explains how we collect, use, and protect your personal information in compliance with the Protection of Personal Information Act (POPIA) of South Africa.

1. Definitions

Personal Information: Information that can be used to identify a person, such as a name, ID number, email address, employment history, or contact details.

Processing: Any operation concerning personal information, including collection, storage, use, dissemination, or destruction.

2. Information We Collect

We may collect the following personal information from candidates, clients, and other users:

Name, surname, and contact details (phone number, email, etc.)

Identification or passport number

Employment and educational history

References and criminal background checks

Any other information voluntarily provided to us through resumes, cover letters, and other job application documents

3. How We Use Your Information

We use personal information for the following purposes:

Recruitment and job placement services

Assessing candidate suitability for roles

Communicating with candidates and clients regarding vacancies and job applications

Compliance with legal obligations or employment regulations

Internal record-keeping and reporting

4. Legal Basis for Processing

We process your personal information based on:

Your consent when you provide your information for recruitment purposes.

The need to process the information to fulfill contractual obligations.

Legal obligations related to employment and recruitment.

Legitimate interests in providing efficient recruitment services.

5. Sharing Your Information

We may share personal information with:

Potential employers or clients looking to hire candidates.

Background check agencies and professional references.

Legal or regulatory bodies as required by law.

Our trusted service providers who assist us in managing our recruitment services (e.g., IT services, data storage).

We ensure that these third parties comply with data protection laws and keep your information confidential.

6. Security of Personal Information

We implement appropriate technical and organizational measures to protect personal information against unauthorized access, loss, or misuse. Only authorized personnel have access to your personal information, and we regularly review our security practices.

7. Your Rights

Under the POPIA, you have the right to:

Access your personal information.

Request correction or deletion of inaccurate or outdated information.

Withdraw your consent to the processing of your personal information.

Object to the processing of your personal information in certain circumstances.

To exercise these rights, please contact us at the details below.

8. Retention of Personal Information

We retain personal information for as long as is necessary to fulfill the purposes outlined in this policy, comply with legal obligations, and resolve disputes. Once personal information is no longer required, it will be securely deleted or anonymized.

9. Cookies and Website Use

Our website may use cookies to improve the user experience. Cookies are small files stored on your device that collect information about your browsing habits. You can adjust your browser settings to disable cookies; however, this may affect the functionality of our website.

10. Changes to this Privacy Policy

We may update this policy from time to time. Any changes will be posted on our website with an updated effective date. We encourage you to review this policy regularly.

11. Contact Us

If you have any questions or concerns regarding this privacy policy or wish to exercise your rights, please contact us at:

Smart Hire Recruitment
jobs@smarthireesh.co.za