

APPLICANT CONFIRMATION AND INDEMNIFICATION IN TERMS OF POPIA

Definitions:

1. **“Applicant”** means the person providing the consent and giving the undertaking in terms of this document;
2. **“Paycorp”** means Paycorp Investments Proprietary Limited and/or any of its subsidiaries;
3. **“Personal Information”** means information relating to an identifiable, living, natural person including, but not limited to, their academic transcripts, employment history, criminal records, contact information, financial information, name, age, identity number, race, gender, national or ethnic origin, colour, or age, which list is not exhaustive and further detailed in POPIA;
4. **“POPIA”** means the Protection of Personal Information Act, No. 4 of 2013 as amended from time to time;
5. **“PAIA and POPIA Manual”** means Paycorp’s manual that deals with data processing requirements as set out in POPIA, that can be accessed at <https://www.paycorp.co.za>;
6. **“Processing”** and/or **“Process”** means any manual or automated activity concerning Personal Information such as collecting, disseminating, storing or updating Personal Information, which list is not exhaustive and is further detailed in POPIA; and
7. **“Third Party Service Provider”** means any service provider appointed by Paycorp to provide services subject to an agreement that sets out the terms and conditions of their appointment and in particular their obligation to Process Personal Information that belongs to the Applicant in accordance with POPIA.

By submitting my Personal Information via Paycorp’s online portal and accepting the terms and condition by selecting the Tick Box, I, the Applicant confirm that:

1. I have applied to Paycorp for employment via Paycorp’s online application portal.
2. I consent to Paycorp personally or by means of a Third Party Service Provider:
 - 1.1. collecting and capturing my Personal Information;
 - 1.2. storing my Personal Information for the period required to establish my suitability for any current or future employment opportunities at Paycorp; and
 - 1.3. verifying my identity, the Personal Information I have provided and my suitability for the role, by conducting background checks on my credit, criminal and employment history.
3. Unless Paycorp is required to do so by law, my Personal Information shall not be shared with any third party other than Paycorp’s Third Party Service Providers, without my express approval.
4. I understand that:
 - 4.1. I have the right to object to the Processing of my Personal Information;
 - 4.2. my Personal Information shall be Processed solely for the purpose outlined above, being to establish my suitability for any current or future employment opportunities at Paycorp;
 - 4.3. my personal information will be permanently discarded by Paycorp upon my express request and subject to the requirements set out in the POPIA and PAIA Manual;
 - 4.4. Paycorp may need to conduct background checks or verify the information that is provided. Paycorp may therefore pass certain information onto Third Party Service Providers to do this on its behalf. On request, Paycorp shall disclose the results of such process, if any was conducted, to me for comment, before a decision is made on my employment application;
 - 4.5. Personal Information shall be Processed by Paycorp in compliance with POPIA and in accordance with its POPIA and PAIA Manual.
 - 4.6. Insofar as any of Paycorp’s obligations in terms of this form are subcontracted to a Third Party Service Provider, Paycorp shall procure written undertakings, from such Third Party Service Providers, that they will comply with the provisions of POPIA.