

GDPR / POPIA PRIVACY NOTICE FOR JOB APPLICANTS

Effective Date: 1st June 2026

Introduction

The Support Force (Pty) Ltd processes personal information relating to job applicants in accordance with POPIA and, where applicable, GDPR.

Information We Collect

We may collect:

- Name and contact details
- CV and employment history
- Qualifications and certifications
- References
- Interview notes
- Salary expectations
- Notice period information
- Assessment and testing results

Purpose of Processing

Information is used to:

- Evaluate applications
- Arrange interviews
- Conduct reference checks
- Present candidates to clients
- Maintain recruitment records
- Consider applicants for future opportunities

Sharing Information

Where appropriate, your profile and CV may be shared with prospective clients for the purpose of recruitment and placement.

Retention

Applicant information may be retained for up to 24 months unless you request deletion or legislation requires otherwise.

Your Rights

You have the right to:

- Request access to your information;
- Correct inaccurate information;
- Withdraw consent;
- Request deletion where legally permissible;
- Object to processing.

Contact

The Support Force (Pty) Ltd

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Website: www.thesupportforce.com