



**Astor Motor Recruitment**

*Rising above the rest*

## PROTECTION OF PERSONAL INFORMATION - POPI POLICY AND COMPLIANCE

**ASTOR AUTOMOTIVE STAFF (PTY) LTD T/A ASTOR MOTOR RECRUITMENT** IS COMMITTED TO COMPLIANCE WITH, AND ADHERES TO, THE PROTECTION OF PERSONAL INFORMATION ACT (POPI) SOUTH AFRICA AND CONFIRM THAT WE COMPLY WITH THIS LEGISLATION.

**To remain compliant, we request that you read, understand, and sign this document. We are unable to continue with your application unless we receive your consent.**

I \_\_\_\_\_ hereby confirm that I have given my personal information to Astor Motor Recruitment freely, for the purpose of recruitment/employment.

I also give consent to the employees of **Astor Motor Recruitment** to acquire further personal information on my behalf for the purpose of candidate representation to prospective employers.

I understand that personal information includes:

- CV/Resume
- Employment history
- Contact details
- Physical Address
- Email address
- Identification number/document
- Driver's License number/card
- Ethnic group
- Qualifications
- References
- Integrity Checks (Credit/Criminal etc.)

I have no objection to **Astor Motor Recruitment** retaining my personal information in their database for future matching.

I understand that **Astor Motor Recruitment** will contact me to discuss suitable vacancies and will obtain my consent to send my personal information to *specific* clients for *specific* roles.

I agree to update my personal information periodically, as requested by **Astor Motor Recruitment**, if I am still in the market for a new role.

I agree to inform **Astor Motor Recruitment** when I am no longer in the job market so that my personal information can be destroyed and removed from the database.

I understand that my personal information will be destroyed and deleted from the **Astor Motor Recruitment** database if no updates are received within a 12-month period from application.

The personal information provided to **Astor Motor Recruitment** is up to date, true and correct.

Signed on this \_\_\_\_\_ (day) of \_\_\_\_\_ (month) 20\_\_\_\_ (year) at \_\_\_\_\_ (area).

Full Name \_\_\_\_\_ Signature \_\_\_\_\_