



# Hantam Munisipaliteit

## CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF POPIA: APPLICATION FOR VACANCY

### Definitions:

1. **"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;
2. **"POPIA"** means the Protection of Personal Information Act, No. 4 of 2013 as amended from time to time;
3. **"PAIA and POPIA Manual"** means Hantam's manual that deals with data processing requirements as set out in POPIA, that can be requested from our offices at [mm@hantam.gov.za](mailto:mm@hantam.gov.za)
4. **"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
5. **"Third Party Service Provider"** means any service provider appointed by Hantam 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 to Hantam, the Applicant confirm that:

1. I have applied to Hantam for employment;
2. I consent to Hantam personally or by means of a Third Party Service Provider:

2.1 collecting and capturing my Personal Information;

INITIAL: APPLICANT	INITIAL: WITNESS

#### DIENSPUNTE:

Brandvlei  
☎ (054) 603-8400

Loeriesfontein  
☎ (027) 662-8600

Nieuwoudtville  
☎ (027) 218-8700

*"Creating an enabling environment with sustainable service delivery and equal opportunities to ensure a better life' for all."*



- 2.2 storing my Personal Information for the period required to establish my suitability for any current or future employment opportunities at Hantam; and
- 2.3 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, which expressly includes contacting any member, employee or representative of my previous employers for their input.
3. I consent to authorizing my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to Hantam Municipality, whether the information is positive or negative.
4. I authorize Hantam Municipality to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, salary history, disciplinary actions and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and the Hantam Municipality from any and all liability arising from giving or receiving information about my employment history, academic credentials or qualifications, and my suitability for employment with Hantam Municipality.
5. Unless Hantam is required to do so by law, my Personal Information shall not be shared with any third party other than Hantam's Third Party Service Providers, without my express approval.
6. I understand that:
  - 6.1 I have the right to object to the Processing of my Personal Information;
  - 6.2 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 Hantam;
  - 6.3 my personal information will be permanently discarded by Hantam upon my express request;
  - 6.4 Hantam may need to conduct background checks or verify the information that is provided. Hantam may therefore pass certain information onto Third Party Service Providers to do this on its behalf. On request, Hantam shall disclose the results of



such process, if any was conducted, to me for comment, before a decision is made on my employment application;

- 6.5 Personal Information shall be Processed by Hantam in compliance with POPIA and in accordance with its POPIA and PAIA Manual.
- 6.6 Insofar as any of Hantam's obligations in terms of this form are subcontracted to a Third Party Service Provider, Hantam shall procure written undertakings, from such Third Party Service Providers, that they will comply with the provisions of POPIA.

APPLICANT	WITNESS
Name:	Name:
Date:	Date:
Signature:	Signature:

