

# EMPLOYMENT SOLUTIONS FOR PEOPLE WITH DISABILITIES



## **Privacy Policy**

Privacy Policy is set out below and is to be read in conjunction with the Employment Solutions for People with Disabilities Terms and Conditions of Use ("Terms and Conditions"). All definitions used in the "Terms and Conditions" shall apply to the " Employment Solutions for People with Disabilities Privacy Policy" unless stated otherwise.

If for any reason you do not accept the " Employment Solutions for People with Disabilities Privacy Policy" or agree to abide by the "Terms and Conditions" please stop using this website immediately.

# CONTENT

<b>Privacy Policy</b> .....	1
1. Introduction .....	3
2. Contact details .....	3
3. What Information do We collect? .....	3
4. How do We use Personal Information? .....	4
5. Disclosure of Personal Information to third parties .....	4
6. Keeping You informed.....	4
7. How do We protect information?.....	5
8. Monitoring .....	5
9. Third party links .....	5
10. Modifying Information.....	5
11. Your rights to access Your Personal Information.....	5
12. Changes to Policy .....	6
13. Terms and Conditions .....	6
14. Social Media .....	6

## **1. Introduction**

This Privacy Policy sets out details of the Personal Information that We collect from You and how We use that Personal Information. We also explain Your rights and how to contact Us.

The Privacy Policy along with the Terms and Conditions is applicable to any Personal Information which is given by You to Us via the website located at [www.disabilityemployment.co.za](http://www.disabilityemployment.co.za).

This Privacy Policy along with the Terms and Conditions is also applicable to any Personal Information which is given by You to us by post, fax, telephone, mobile messaging, face-to-face, social media or any other channel.

When using the " Employment Solutions for People with Disabilities Website " You will encounter areas such where You may be asked to enter Personal Information. Such Personal Information will only be used for the purposes stated at the collection point in those areas or in accordance with this Privacy Policy.

Please read this Privacy Policy and the Terms and Conditions carefully. By using the " Employment Solutions for People with Disabilities Website ", You accept its provisions and agree to abide by the Terms and Conditions (including as amended from time to time).

## **2. Contact details**

We welcome any questions, comments or feedback about our Privacy Policy. If You have any questions about how We collect, store or use Your Personal Information, You may contact Us via:

Email: [emplsol@intekom.co.za](mailto:emplsol@intekom.co.za)

## **3. What Information do We collect?**

When You use the " Employment Solutions for People with Disabilities Website " or contact Us by post, telephone, fax, email, mobile messaging, or verbal communication, We may collect, store and use certain Personal Information that You disclose to Us. The Personal Information that We may collect from You includes, but is not limited to Your first and last name, full postal address, telephone number, email address, date of birth, details of any purchases You make through the " Employment Solutions for People with Disabilities Website ". We may also collect details of Your computer's internet protocol address, which is automatically collected by Our web server. We may supplement the Personal Information that You provide with other information that We obtain from Our other dealings with You or which We receive from other organisations, such as credit reference agencies (who are legally entitled to disclose that information).

#### **4. How do We use Personal Information?**

By using the " Employment Solutions for People with Disabilities Website" You agree that Your Personal Information may be recorded, used and protected by Us primarily (but not limited to), any of the following purposes:

- to create an individual profile for You so that We can understand and respect Your preferences and provide You with a personalised browsing experience when using the " Employment Solutions for People with Disabilities Website ":
- to send You details (including by post, phone, fax email or mobile messaging) of other products and services which We think may interest You (unless You inform Us in writing (if requested by Us)
- to administer and provide products and services which You request and to communicate with You in the event that any products or services You have requested are unavailable:
- to carry out market research so that We can improve the products and services We offer and to track activity on the " Employment Solutions for People with Disabilities Website ":
- to comply with legal and regulatory requirements: and
- for record keeping purposes.

#### **5. Disclosure of Personal Information to third parties**

In order to provide Our products and services to You, We may need to appoint other carefully selected third party organisations to carry out some of the processing activities on Our behalf (e.g. delivery organisations and mailing houses). In these circumstances, We will put in place contractual terms which will help to ensure that Your Personal Information is properly protected and is only used substantially in accordance with this Privacy Policy.

Please note that We will not sell, trade or otherwise transfer Your Personal Information to other unaffiliated third parties without Your approval. However, if You do not abide by the Terms and Conditions or post anything illegal onto the " Employment Solutions for People with Disabilities Website ", then We cannot guarantee anonymity.

#### **6. Keeping You informed**

If You sign up to receive services from Us, You agree to Us and selected third parties, where applicable, contacting You by post, fax, telephone, email or mobile messaging to keep You informed of products, services, events and special offers which may be of interest to You. We will only keep You informed if You agree to Us doing so. If You prefer not to be contacted by Us or any of Our selected third parties, where applicable, You will have the opportunity to indicated whether You would like to opt-out of receiving promotional and/or marketing information about products, services, events and offerings from Us and/or Our and selected third parties. This can be done by contacting Us via any of the methods given in paragraph 2 above. You can also change Your mind at any time.

Please note, if You do opt-out of receiving information, We will be unable to keep You informed of new services, products, events or special offers that may interest You and Our ability to inform You may be affected.

## **7. How do We protect information?**

We take the security of Your Personal Information very seriously. We have put in place technical and organisational security measures to prevent the loss or unauthorised access of Your Personal Information. Your Personal Information is contained behind secured networks and is only accessed when necessary. A limited number of people have special access rights to such systems and they are required to keep the information confidential.

Whilst We have used Our best efforts to ensure the security of Your Personal Information, please be aware that We cannot guarantee the security of information transmitted over the internet.

## **8. Monitoring**

For security purposes, We may monitor or record telephone calls for security purposes and to improve the quality of services that We provide to You.

## **9. Third party links**

In order to provide You with increased value, We may include links to third party Websites on the Employment Solutions for People with Disabilities Website. These linked sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content or activities of these linked sites. However, We do seek to protect the integrity of Our site and welcome any feedback about these linked sites (including if a specific link does not work) by email or in writing via the contact details given in paragraph 3 above.

## **10. Modifying Information**

You may notify Us of any updates, amendments or corrections to previously collected Personal Information in writing/by email via the contact details given in paragraph 2 above. Please include Your name, address and/or email address when You contact Us as this helps Us to ensure that We accept amendments only from the correct person. We encourage You to promptly update Your Personal Information if it changes.

Upon Your request, We will use commercially reasonable efforts to delete Your Personal Information from Our database. However, it may not be possible to delete an entry without some delay and without retaining some residual Personal Information which We may need to keep for legal purposes, for ensuring that We suppress You from any further communication or residual Personal Information which may remain in backups and records of deletions.

## **11. Your rights to access Your Personal Information**

You have the right to contact Us in order to find out what Personal Information We hold about You and we may ask You for proof of Your identity before providing You with the information You request.

## **12. Changes to Policy**

In order to comply with the law and to meet Our changing business requirements, Our policies and procedures are constantly under review. In order to maintain high standards, from time to time, We may modify, alter or update the Employment Solutions for People with Disabilities Privacy Policy. Any changes shall be notified to all users via the " Employment Solutions for People with Disabilities Website ". We therefore recommend that You check the " Employment Solutions for People with Disabilities Website " periodically in order to review Our current policies.

Policy changes will apply only to Personal Information collected after the date of the change. However, by continuing to use the " Employment Solutions for People with Disabilities Website " You are agreeing to be bound by the terms of these updates and amendments.

## **13. Terms and Conditions**

Please also visit our Terms and Conditions section using the following link [www.disabilityemployment.co.za](http://www.disabilityemployment.co.za). The Terms and Conditions establish the use, disclaimers and limitations of liability governing the use of the " Employment Solutions for People with Disabilities Website ".

## **14. Social Media**

Social networking sites, such as Facebook and Twitter, among others, work with us as trusted third party partners. We also work with application developers who specialise in social media, so that we can connect with your social networks. Promotions may include competitions which require you to give your email address or mobile phone number so that we can contact you again if we have special messages or competitions that you might want to take part in - please note that you may always unsubscribe from any messages that we send you.

We provide access to our Websites for third parties and business partners so that we can generate interest in our products and services among members of your social networks and to allow you to share product and service interests with friends in your network.

We do not control how your personal information is collected, stored or used by such third party sites or to whom it is disclosed. You should review the privacy policies and settings on any social networking site that you subscribe to so that you understand the information they may be sharing. If you do not want your networking sites to share information about you, you must contact that site and determine whether it gives you the opportunity to opt-out of sharing such information. Employment Solutions for People with Disabilities is not responsible for how these third party sites may use information they collect from or about you.