



Job Application Privacy Policy for South Africa

Effective Date: 08 October 2025

Company Name: Senior Flexonics Cape Town

1. Introduction

Senior Flexonics Cape Town is committed to protecting the privacy of individuals applying for employment. This policy explains how we collect, use, disclose and retain personal information when applying for a position with us.

2. What information do we collect?

When you apply for a position with us, we might collect the following information:

- Personal details: Full name, contact details (address, phone number, email).
- Personal Qualification: Educational background, certificates, CV etc.
- Employment History: Details of previous employment, roles held, start and end dates, references etc.
- Information about your remuneration, including benefits such as pension, medical aid.
- Background checks: Criminal (by law) and credit checks for certain positions, verification of documents etc.

We collect this information in a variety of ways during the application and recruitment process. For example, data may be obtained in application forms and CV's, obtained from identity documents, such as your passport and collected through interviews, online test and assessment tests.

In some cases, the Company collects personal data about you from third parties, such as references supplied by former employers, employment background check providers and information from criminal records permitted by law.

3. Why do we collect our information and how do we use it?

We collect and process this information for purposes including:

- Assessing your suitability for employment
- Communicating with you throughout the hiring process
- Verifying your identity and background
- Fulfilling legal obligations
- Maintaining a record of applicants for future vacancies (with your consent)



4. Information Sharing and Disclosure

Your personal data may be shared with:

- Internal HR and relevant hiring teams
- Third-party service providers assisting with recruitment, background checks, or assessment
- Government authorities, if required by law

We do not sell or share your personal information with third parties for marketing purposes.

5. Data Storage and Security

We store your personal information in secure systems with appropriate technical and organisational measures in place to prevent unauthorised access, alteration, or disclosure.

6. Retention of Data

Unless required by law or with your consent, we retain your information for up to five years after the end of the recruitment process. If you are hired, your information will be retained as part of your employee records.

7. Your Rights

As a candidate, you have the following rights:

- Access your personal data
- Request corrections or updates

To exercise these rights, email us at – hr@seniorflexonics.co.za

8. Updates to this Policy

We may update this policy from time to time. Any changes will be communicated or posted on our career site.

9. Contact Us

If you have any questions or concerns regarding this policy or your personal data, please contact us at: hr@seniorflexonics.co.za