



SHOP2SHOP RECRUITMENT PRIVACY NOTICE

The Shop2Shop group of companies (“Shop2Shop”) cultivates a positive work culture that promotes honesty, integrity, and transparency, and prioritizes the well-being and success of all employees.

Shop2Shop is committed to protecting the privacy and security of its stakeholder’s Personal Information. This notice applied to all applicants who apply for positions with Shop2Shop. This policy sets out how Shop2Shop collects, uses, discloses, and protects Personal Information during the recruitment, appointment and onboarding process in accordance with the Protection of Personal Information Act, 2013 (“**POPIA**”). This policy must be read together with our [privacy policy](#).

We are a group of companies registered at 17 New Church Street, Cape Town and this notice covers the activities of the following Shop2Shop Companies:

- S2S Holdings (Pty) Ltd
- Shop2Shop (Pty) Ltd
- Shop2Shop Money Transfer (Pty) Ltd
- Shop2Shop Finance (Pty) Ltd
- OrderCloud (Pty) Ltd
- Shop2Shop Retail Finance (Pty) Ltd

(individually “the Responsible Parties”)

Shop2Shop’s privacy practices comply with applicable laws and regulations governing the Processing of Personal Information.

Categories of Personal Information:

Personal details which include your name, job title, address and contact details including email and links to professional social media sites (e.g LinkedIn).

Recruitment information which pertains to your curriculum vitae (CV), competencies, skills, experiences, education, previous employment, third party employment references, remuneration.

References from previous employers and educational establishments, results from fraud prevention databases, credit bureaus and records of criminal activity.

Special Personal Information which contains information about your race, gender, trade union membership, criminal behaviour and information about your health and well-being

Other information, such as information found from public sources depending on the position you are applying for, and where necessary for the recruitment activities.

Reason for Processing

We will use Personal Information collected from you solely for the purpose of assessing your suitability for employment, and for communicating with the applicant throughout the recruitment process and future potential roles. If you are successful, we will also use the information as part of our onboarding process, from which event our Employee Privacy Notice will apply.

Disclosure

We only give access to your information to those employees who requires access, including human resources staff, interview panellist, third party human resources services provider and other employees (i.e. account personnel to process salary loading. We will not disclose Personal Information to any third party without your consent, unless required by law or if it is necessary for the recruitment process. For example, we may disclose Personal Information to:

Background screening companies for verification of your qualifications, employment history, and criminal record, fraud or bureau checks (if relevant);

Third-party recruitment agencies who are assisting with the recruitment process;

References and referees provided by you.

Voluntarily data submission: You are not obliged to provide us with information, but if you do not, your application will be incomplete and it may negatively affect your application, which includes the possibility of your application not being considered.

Security your Personal Information:

We have implemented technological and organisational measures aimed at protecting the confidentiality and integrity of your personal information. We have identified the reasonably foreseeable internal and external risks to your personal information and have established, and will maintain, appropriate safeguards against these risks. We regularly verify that these safeguards are being effectively implemented and we will continually update these safeguards in response to new risks or deficiencies identified.

We furthermore only give access to your information to those employees who require it to provide Services to you. Ensuring that all third-party service providers who have access to Personal Information have appropriate measures in place to protect it.

Further Processing and Legal basis for further Processing: If you are not successful, we may retain your information in our potential candidate talent-box so that we can consider you for future roles and we may use your Personal Information to send you promotional information about roles available at Shop2Shop. This will be retained for a period of 36 months after which it will be destroyed.

Data retention period: We will retain Personal Information collected during the recruitment process for a reasonable period (not exceeding 5 years), as required by law or as necessary for the purposes for which it was collected. Personal information that is no longer required will be destroyed in a secure manner.

Your privacy rights: The Protection of Personal Information Act (POPIA) sets out your privacy rights including the right to request access to the Personal Information that we hold about you or to request that we delete your information (if we have no lawful ground to hold the information). If any Personal Information is incorrect or incomplete, you have the right to request that it be corrected or updated. All requests for access or correction of Personal Information should be made in writing to the Privacy Officer on the email address below.

Do you have queries or complaints?. If you have any questions or concerns about our privacy practices, please contact our Information Officer at informationofficer@shop2shop.co.za or Peoples Operations at peopleopsa@shop2shop.so.za .

The Information Regulator can also be contacted by email: complaints.IR@justice.gov.za or inforeg@justice.gov.za or post P.O. Box 31533, Braamfontein, Johannesburg, 2017.

Key Data Privacy Terms to Interpret This Notice

Term	Meaning
“Responsible Party”	outlines the procedures for collecting, storing, and using your Personal Information. When processing personal data for the management of the employment relationship and

	other reasons listed in this privacy notice, Shop2Shop is often the Responsible Party.
"Personal Information"	refers to information pertaining to an identifiable person, including natural and juristic persons like companies and trusts, is also referred to as "personal data" or "personal information." Your Personal Information is anything that directly identifies or pertains to you.
"Processing"	your Personal Information may be gathered, received, noted, recorded, organized, compiled, stored, updated, changed, retrieved, read, processed, analysed, used, and shared in the ways described in this privacy notice by Shop2Shop. We are "Processing" your personal information when we carry out one or more of these actions.
"Special Personal Information"	higher levels of protection are necessary for certain categories of particularly sensitive Personal Information, such as information about your health or sexual life, racial or ethnic origin, religious or philosophical beliefs, sexual orientation, criminal behavior, or union membership, and biometric data, if applicable. When it is absolutely necessary and there is a strong legal basis for processing Special Personal Information, we will only do so. Shop2Shop has put in place the necessary procedures and security measures to guarantee that when we handle Special Personal Information, we adhere to the highest privacy requirements.