



Filotimo Resourcing (Pty) Ltd
Glen Eagles Building – Fairways Office Park
52 Grosvenor Road
Bryanston
Gauteng
Johannesburg

Tel: 010 346 1601
email: debbie@filotimo.co.za

WEBSITE PRIVACY NOTICE

WWW.FILOTIMO.CO.ZA

Purpose and Scope of the Policy

This Privacy Notice outlines the personal information that Filotimo Resourcing (Pty) Ltd may collect, how Filotimo Resourcing (Pty) Ltd uses and safeguards that information, and with whom we may share it.

This Website Privacy Notice applies to personal information that Filotimo Resourcing (Pty) Ltd collectsthrough this website: www.filotimo.co.za . It also addresses additional pertinent aspects such as:

1. Direct marketing communications;
2. Retention of data;
3. Cookies and device data;
4. Personal information obtained by way of social media networking; and
5. Transfer of personal information outside the Republic of South Africa.

Definitions

Cookies means a small text file (up to 4KB) created by a website that is stored in the user's computer either temporarily for that session only or permanently on the hard disc (persistent cookie). Cookies provide a way for the website to recognize you and keep track of your preferences.

Data means any information in electronic form.

Data Subject means the person to whom personal information relates.

IP address means a unique address that identifies a device on the internet or a local network.

Operator refers to a person who processes personal information for a responsible party in terms of anexisting contract or mandate, but without coming under the direct authority of the responsible party.

Personal Information takes the meaning ascribed to it in terms of the Protection of Personal Information Act 4 of 2013 and means information relating to an identifiable, living, natural person or,where applicable, an identifiable, existing juristic person.

POPIA means the Protection of Personal Information Act 4 of 2013.

Regulator means the Information Regulator.

Responsible Party in this context refers to Filotimo Resourcing (Pty) Ltd which determines the purpose of and means for processing personal information.



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Traffic data means any data processed for the purpose of the conveyance of a communication on an electronic communications network in respect of that communication and includes data relating to therouting, duration or time of a communication.

User means a person who uses a computer or other device to access the website.

Web browser means an application used to access and view a website. Well known web browsers include Internet Explorer, Google Chrome and Safari.

Responsibilities and Authorities

The following personnel will be responsible to implement the requirements of this policy and ensure that the specified records are retained as evidence:

- Information Officer

Policy

Personal Information

When providing personal information to Filotimo Resourcing (Pty) Ltd as described in this Notice, that personal information is collected directly from you, and you will know the precise personal information being collected by us.

If you provide personal information through this site, it will be held by the Information Officer of Filotimo Resourcing (Pty) Ltd.

There are places on the site where you can provide personal information, such as emailing an enquiry to Filotimo Resourcing (Pty) Ltd ("contact us" tab).

If you submit an enquiry on the website, we will process your email address and other contact details, if provided.

Use And Disclosure

We will only use personal information that you provide through this website for the purposes for which you provided it. Filotimo Resourcing (Pty) Ltd may make use of such personal information for any of the following purposes:

To respond to your requests;

To administer business services to you;

To distribute communications relevant to your use of our services, such as system updates or information about your use of these services;

As may be necessary to support the operation of the services, such as for billing, account maintenance and record-keeping purposes;

To send to you Filotimo Resourcing (Pty) Ltd solicitations, product announcements, and the like that we feel may be of interest to you. Please note that you may "opt out" of receiving these marketing materials; For other matters after subsequent notice is provided to you and/or your consent is obtained, if necessary.

We will not make your personal information available to any third party unless it is necessary for the purpose for which you provided the information (for instance, to respond to a web enquiry or to do a verification check with an accredited provider such as MIE).

We may use your personal information for the purposes of administering and improving the site, improving our services or communicating with you. The personal information you provide to us may be shared with operators to the extent necessary for them to administer and improve the



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website on our behalf.

We will only disclose your personal information to third parties in limited circumstances where authorized by POPIA.

Use Of Cookies

Filotimo Resourcing (Pty) Ltd does not record unique identifiers associated with your device, your activity on the website or your network location.

Links To Social Networking Services

Filotimo Resourcing (Pty) Ltd use social networking services such as LinkedIn, Facebook or Twitter to communicate with the public about its work. When you communicate with Filotimo Resourcing (Pty) Ltd through these services, that social networking service may collect your personal information for its own purposes.

These services have their own privacy policies which are independent of the privacy policy and practices of Filotimo Resourcing (Pty) Ltd

Direct Marketing Communications

We may communicate with you using email, SMS and other channels (sometimes through automated means) as part of our efforts to market our products or services, administer or improve our products or services, or for other reasons stated in this Notice. You have an opportunity to withdraw consent to receive such marketing communications, as permitted by law.

If you no longer wish to receive correspondence, emails or other communications from us, you may opt-out by submitting a request (the form of which is available on (www.filotimo.co.za) to the Information Officer, or by using the UNSUBSCRIBE link in any email communication you may have received.

Your Right to Access and Correct Personal Information

Filotimo Resourcing (Pty) Ltd will provide you with access to any personal information that we hold about you, subject to the Information Manual published in terms of the Promotion of Access to Information Act 2 of 2000, as available on our website.

You may also request that we correct your personal information.

Kindly contact the Information Officer, to request access to your personal information or for a correction to your personal information. You may ask to be removed from any of our subscription lists at any time.



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Retention of Data

Filotimo Resourcing (Pty) Ltd will retain your personal information only for as long as is necessary for the purposes set out in this Notice. We will retain and use personal information to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable labour laws), resolve disputes and enforce our legal agreements and policies.

Filotimo Resourcing (Pty) Ltd will also retain usage data for internal analysis purposes. Usage data is generally retained for a shorter period, except when this data is used to strengthen the security or to improve the functionality of our sites and/or portals, or we are legally obligated to retain this data for longer periods.

Information Storage and Security

We employ industry-standard and/or generally accepted security measures designed to secure the integrity and confidentiality of all information submitted to us. It must, however, be noted that information transmitted through the internet or via a mobile device can never be guaranteed. We are not responsible for any interception or interruption of any communications through the internet or for changes to or losses of data.

As user of the website, you are responsible for maintaining the security of any password, user ID or other form of authentication involved in use of the service.



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External Links

The website may contain links to other websites maintained by third parties. Please be aware that we exercise no control over linked sites and Filotimo Resourcing (Pty) Ltd is not responsible for the privacy practices or the content of such websites. Each linked site maintains its own independent privacy and data collection policies and procedures, and you are encouraged to view the privacy policies of these other sites before providing any personal information.

Transfer Of Personal Information Outside the Republic of South Africa

Filotimo Resourcing (Pty) Ltd may, subject to applicable data privacy laws, transfer your personal information to third parties outside the Republic of South Africa.

Contact Details

If you need to contact the Information Officer for purposes related to this Notice, please make use of the following:

Information Officer
Miss Janice Wagner
Tel: 0114476518
Email: janice@filotimo.co.za