
Employee Memorandum

The Company provides the Employee with a work infrastructure which the Employee agrees to use responsibly.

Labour laws and practical arrangements require that the Company collect personal information from the Employee, which herewith consents to the collection, dissemination and destruction of the personal information.

The following personal information is relevant. (Only use what is recorded by your employment contract) Not an exhaustive list:

Information	Purpose	Consent	Use	Destruction
1. Identity document	Employment	Yes	Employment	(e.g.) Five years after expiry
2. Phone Number				
3. Physical address				
4. Contact details				
5. Alternative contact details				
6. Medical information				
7. Tax purposes				
8. Gender				
9. Insurance information				
10. Racial information	BEE	Yes	Employment	
11. Electronic information				
12. Previous Employment				

Employees commit to fully and always abide by all applicable laws. All information processed on electronic devices are to be work related. All electronic information processed in work time is owned by the Company. Company-employee arrangements include Information Technology related matters.

The Employee understands that the Company makes use of a work infrastructure and third-party service providers and the Employee consents to the processing of the Employee's personal information by these third-party service providers. The current list includes, but is not limited to:

1. Governmental departments
2. Black Empowerment Institutions
3. Labour Law Companies
4. Training Companies

5. Insurance Companies

Employees are individuals and delineated to engage in work related activities as such. Employees are restricted to attend to their own personal information and may under no circumstances process the personal information of other employees or third parties without fully complying to the applicable laws, of which the POPI Act is foremost.

All personal information of all third parties are strictly private and confidential and not to be processed by employees unless consented to by the Company in writing.

Signed on this, the day of 2021 at

Witnesses:

1.

2.

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The Company

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Employee