



PRIVACY POLICY

1. Introduction and Scope

- The policy applies to all interactions with the Company, whether through our website, services, or other forms of communication.

2. Purpose of Collection

- We collect personal information to provide and improve our services, fulfill our legal obligations, and enhance our customer experience.
- Personal information is used for purposes including but not limited to: service delivery, client communication, marketing, recruitment, and ensuring the overall growth and development of our business.

3. How We Collect Information

- Personal information is primarily collected directly from individuals or their representatives during interactions such as registrations, inquiries, or service engagements.
- We may also gather information from public platforms, including websites and social media profiles, to better understand our clients and their needs.
- In certain instances, we may collect information from third parties, such as when conducting background checks or verifying provided details.

4. Storage and Safeguards

- Personal information may be stored both physically and electronically, including on cloud-based platforms.
- We implement appropriate measures to ensure the security of personal information, recognizing that no system can guarantee absolute security.
- Personal information is retained for the duration of our business relationship and as permitted by law thereafter.

5. Sharing and Disclosure

- Personal information may be accessed by our employees, consultants, and managers as necessary to fulfill our business objectives.
- We may share personal information with third-party contractors and affiliates that assist us in our operations, such as IT service providers and marketing agencies.



- Personal information may be disclosed to regulatory bodies or governmental authorities as required by law or to fulfill contractual obligations.

6. Data Subject Rights

- Individuals have the right to access, correct, or delete their personal information held by the Company.
- Requests for access or modifications to personal information should be directed in writing to our designated information officer.
- Individuals have the right to object to the processing of their personal information in certain circumstances and can withdraw consent previously given.
- Complaints regarding the handling of personal information can be directed to the Information Regulator.

7. Queries and Contact

- For questions related to this privacy policy or the processing of personal information, individuals can contact us at info@collierrecruitment.co.za.

8. Acceptance

- By engaging with the Company, using our services, or providing personal information, individuals consent to the practices described in this privacy policy.

9. Updates and Revisions

- This privacy policy may be updated periodically. Changes will be reflected on our website, and we encourage regular review to stay informed.