



PBHSOB

PRETORIA BOYS HIGH SCHOOL OLD BOYS ASSOCIATION NPC

REG. NO: 1949 / 032412 / 08

c/o PBHS | Roper Street | Brooklyn | Pretoria
t: 012-460-2246 x200 | m: 072 080 2268 | info@pbhsob.com | www.pbhsob.com
P.O. Box 11400 | Hatfield | Pretoria | 0028

Protection of Personal Information Policy Agreement

Employee Full Names:												
Employee ID Number:												
Implementation Date:												

- As an Employee of the Association, you hereby acknowledge that you have read, understood and accept the following Protection of Personal Information (POPI) in relation to your employment with the Association. The following information is collected and stored for each employee:
 - Personal details such as full names, surname, address;
 - Communication related information such as telephone number and email address;
 - Internet, applications, and network activity, such as cookie IDs, browser visits;
 - National identification numbers and driver's license numbers (where applicable);
 - Demographic information, such as age and date of birth;
 - Financial information such as tax numbers, payslips and credit information;
 - Location information, such as geo-location information, postal and residential addresses;
 - Information relating to qualifications, education, training and development;
 - Information pertaining to Criminal, Medical and Physical History;
 - Electronic Communication such as text messages, emails, social media messages etc.;
 - Audio, visual, and other sensory information, such as audio and video recordings; or
 - Employment information, such as occupation, title, licenses and professional memberships.
- All personal information that is supplied to the Association must be accurate, up-to-date, not misleading and complete in all respects. You undertake to immediately advise the Association of any changes to your personal information should any of these details change.
- Our goal is to limit the information we collect to the information needed to support our business.
- All Personal Information which you provide to the Association will be used and/or retained only for the purposes for which it is collected, where after it will be permanently destroyed. We will only retain personal information for longer than the purpose for which it was collected if it is required by law or where you have given consent for us to retain such information for an extended period.
- Further information can be found in the Association's Employee POPI Policy.

AGREEMENT

I, the undersigned employee, hereby confirm that I have read, understood and agree to the contents of this POPI Agreement and agree to the Association utilising, sharing, storing and using my personal information for the reasons mentioned above and in relation to the Association's Employee POPI Policy.

Thus signed at _____ on the _____ day of _____ 20____

For and on behalf of: **THE EMPLOYEE**,
duly authorised

AS WITNESS:

Name: _____

Thus signed at _____ on the _____ day of _____ 20____

For and on behalf of: **THE EMPLOYER**,
duly authorised

AS WITNESS:

Name: _____