

Data Privacy Statement for Candidates

Effective Date: January 2025

At Owethu Managed Services (OMS), we are committed to protecting your privacy and ensuring that your personal information is handled in a safe and responsible manner. This Data Privacy Statement applies to all personal information submitted by applicants directly (through our careers page or any job application process hosted on our website) or via third parties (including recruitment agencies or job portals).

1. Scope of this Data Privacy Statement

This Data Privacy Statement forms part of our Recruitment Privacy Policy. By submitting your application, you consent to the collection, processing, and storage of your personal information by OMS as described in this statement for recruitment purposes.

2. What Information We Collect

When you apply for a position at OMS, we may collect the following types of personal information:

- Full name/s
- ID/Passport number, Gender, Race, Disability, Residency/Work Permit, Disability
- Contact details (email address, phone number, physical address)
- Resume/CV and cover letter
- Employment history and qualifications
- References and professional certifications
- LinkedIn profile or other relevant online portfolios
- Any additional information you provide voluntarily during the application process
- Results of employment, educational and criminal background checks (with your consent)

3. How We Use Your Information

We use your personal information solely for the purpose of:

- Reviewing and assessing your suitability for the role
- Communicating with you during the recruitment process
- Conducting background checks (which is part of the recruitment process)
- Keeping your information on our database for future opportunities.

4. How We Store and Protect Your Information

Your information is stored securely on our systems, and we implement appropriate technical and organisational measures to prevent unauthorised access, loss, or misuse. Access to your personal information is limited to authorised personnel involved in the recruitment and hiring process.

5. How Long We Keep Your Information

If your application is unsuccessful, we will retain your information for a 3-year period for the purposes of future job opportunities (unless you request us to delete it sooner). If you are hired, your information will be transferred to your employee record and managed according to OMS's Data Protection Policy (DPR0001).

6. Sharing of Information

OMS does not sell, rent, or trade your personal information. We may share your information with:

- Multiple clients
- Background screening providers (with your consent)
- OMS hiring managers or HR personnel
- Regulatory authorities or legal bodies if required by law

7. Cross-border Transfers

If your personal information is processed or stored using third-party platforms or service providers located outside South Africa, OMS will ensure that appropriate data protection standards are in place, including contractual or legal safeguards.

8. Your Rights

You have the right to:

- Request access to the personal information we hold about you
- Request corrections or updates to your information
- Object to processing of your information
- Request deletion of your information (unless we are legally required to retain it)

To exercise these rights, please contact us at recruitment@oms.africa.

9. Withdrawal of Consent

Candidates may withdraw their consent to the processing of their personal information at any time by written request to OMS. If consent is withdrawn, OMS may no longer be able to proceed with the recruitment process, unless required by law to retain certain information.

10. Cookies and Website Tracking

Our careers page may use cookies to enhance your user experience.

11. Candidate Privacy Commitment

Candidates are expected to respect the confidentiality of the recruitment process, including any information shared with them, and to refrain from disclosing or using such information outside the scope of their application.

12. Contact Us

If you have questions or concerns about this Data Privacy Statement or our recruitment data practices, please contact:

Owethu Managed Services (OMS)

Email: recruitment@oms.africa.

Subject Line: Privacy – Job Application Inquiry