

PRIVACY NOTICE, POPIA DISCLAIMER AND WEBSITE TERMS OF USE

Welcome to the Vanguard Appointments website. By accessing, browsing, submitting information through, or otherwise using this website, you acknowledge that you have read, understood, and agreed to the terms set out in this Privacy Notice and Disclaimer.

1. PROTECTION OF PERSONAL INFORMATION

Vanguard Appointments is committed to protecting the privacy and confidentiality of all personal information entrusted to us. We process personal information in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA), as well as any other applicable South African legislation.

For purposes of this notice, "personal information" includes any information that can identify an individual, directly or indirectly. This may include, but is not limited to:

- Full names and surnames
- Identity or passport numbers
- Contact details such as email addresses and telephone numbers
- Residential or postal addresses
- Employment and educational history
- Any other information submitted during the recruitment or placement process

Copies of the relevant legislation may be obtained from the South African Government website.

2. COLLECTION AND USE OF INFORMATION

Vanguard Appointments may collect personal information when you:

- Submit a job application or CV
- Register on our website or database
- Request information regarding employment opportunities
- Contact us by email, telephone, or online forms
- Engage with any recruitment or staffing services offered by us

Information collected may be used for the following purposes:

- Matching candidates with suitable employment opportunities
- Conducting recruitment and placement activities
- Verifying qualifications, references, and employment history where required
- Communicating employment opportunities and service-related information
- Complying with legal and regulatory obligations
- Improving our services, website performance, and user experience

3. STORAGE AND SECURITY

Vanguard Appointments implements appropriate technical and organisational measures designed to safeguard personal information against unauthorised access, misuse, disclosure, loss, alteration, or destruction.



While every reasonable effort is made to protect information under our control, no electronic transmission or storage system can be guaranteed to be completely secure. Users submit information at their own discretion and risk.

4. WEBSITE USAGE AND ANALYTICS

When visiting our website, certain non-identifiable information may be collected automatically, including browser type, device information, pages visited, and usage statistics. This information assists us in monitoring website performance and enhancing user experience.

Such information is generally aggregated and does not identify individual users.

5. THIRD-PARTY DISCLOSURE

Personal information may be shared with prospective employers, clients, verification agencies, or service providers where necessary for recruitment, placement, compliance, or operational purposes. Vanguard Appointments will take reasonable steps to ensure that such parties process information in a lawful and responsible manner.

6. LIMITATION OF LIABILITY

The information provided on this website is made available for general information purposes only. While every effort is made to ensure accuracy, Vanguard Appointments does not warrant that all information is complete, current, or error-free.

Vanguard Appointments shall not be liable for any direct, indirect, incidental, consequential, or special damages arising from:

- The use of this website
- Reliance on information published on this website
- Technical interruptions, errors, or website unavailability
- Access to external websites linked from this website

Users access and use the website entirely at their own risk.

7. INTELLECTUAL PROPERTY RIGHTS

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No content may be copied, reproduced, distributed, modified, published, transmitted, or commercially exploited without the prior written consent of Vanguard Appointments.

8. RESERVATION OF RIGHTS

Vanguard Appointments reserves the right to amend this Privacy Notice, Disclaimer, and Terms of Use at any time without prior notice. Updated versions will be published on the website and shall take effect immediately upon publication.

Continued use of the website constitutes acceptance of any revised terms.



CONTACT US

For questions relating to privacy, personal information, or this disclaimer, please contact Vanguard Appointments through the contact details provided on our website.