

POLICY AND PROCEDURE TITLE	PRIVACY POLICY DOC
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Document History

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1	June 2026	All	All	Revision of Implementation	TD

1. Introduction:

Vanguard Appointments is committed to protecting the privacy and personal information of all individuals and organizations with whom we interact. This Privacy Policy explains how Vanguard Appointments collects, uses, stores, shares, and protects personal information in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA), the Promotion of Access to Information Act (PAIA), and other applicable South African legislation.

By engaging with our recruitment services, submitting information to us, using our website, or communicating with us electronically or otherwise, you acknowledge and consent to the processing of your personal information as described in this policy.

We have implemented appropriate technical, administrative, and operational safeguards to ensure that personal information is processed lawfully, securely, and transparently.

2. Who this policy applies to:

This Privacy Policy applies to:

- Job applicants and candidates
- Clients and prospective clients
- Client representatives and contacts
- Employees and contractors
- Suppliers and service providers
- Website visitors
- Any natural or juristic person whose personal information is processed by Vanguard Appointments

All data subjects may contact our Information Officer regarding any concerns relating to their personal information, including requests for access, correction, deletion, objections to processing, or complaints.

3. Personal Information we collect:

Personal information may include, but is not limited to:

Personal Identification Information

- Full names and surnames
- Identity or passport numbers
- Date of birth
- Gender, race, equity and disability information
- Nationality and citizenship information

Contact Information

- Email addresses
- Mobile and telephone numbers
- Residential and postal addresses
- Emergency contact details

Employment and Recruitment Information

- Curriculum Vitae (CV)
- Employment history
- Qualifications and educational records
- Professional memberships
- Skills assessments
- References and background verification information
- Salary and remuneration information
- Interview notes and recruitment records

Business Information

- Company name
- Company registration details
- Business addresses
- Contact persons and their details

Digital Information

- Website usage information
- IP addresses
- Cookies and browser information
- Social media profiles and publicly available professional information

Special Personal Information

Where legally permissible and necessary for recruitment purposes, Vanguard Appointments may process special personal information such as disability status, criminal background checks, or other information required for employment screening and compliance purposes.

4. Purpose of Processing Personal Information:

Vanguard Appointments processes personal information for legitimate business purposes, including:

Recruitment Services

- Matching candidates with employment opportunities
- Conducting candidate screening and assessments
- Verifying qualifications, references, and employment history
- Facilitating interviews and placement processes

Client Services

- Managing client relationships
- Delivering recruitment and staffing solutions
- Communicating regarding vacancies and recruitment projects

Legal and Regulatory Compliance

- Complying with applicable laws and regulations
- Maintaining statutory records
- Responding to lawful requests from regulatory authorities

Business Operations

- Internal administration and record keeping
- Conducting audits and quality assurance reviews
- Managing contractual relationships

Marketing and Communications

- Providing information regarding services
- Sending recruitment-related communications
- Sharing relevant opportunities with candidates who have consented to receive such communications

5. Legal Basis for processing:

Vanguard Appointments processes personal information based on one or more of the following lawful grounds:

- Consent from the data subject
- Performance of a contract
- Compliance with legal obligations
- Legitimate business interests
- Protection of the legitimate interests of the data subject

All processing activities are conducted in accordance with POPIA's conditions for lawful processing

6. Sources of personal information:

Personal information may be collected from:

- Information provided directly by candidates or clients
- Job applications and CV submissions
- Recruitment platforms and job portals
- Professional networking platforms such as LinkedIn
- Publicly available sources
- Referrals and recommendations
- Business interactions and correspondence
- Website inquiries and online forms
- Employment references and verification providers

Where information is obtained from third parties, Vanguard Appointments will take reasonable steps to ensure that such information has been collected lawfully.

7. Retention of Personal Information:

Vanguard Appointments retains personal information only for as long as necessary to fulfil the purpose for which it was collected, including:

- Recruitment and placement activities
- Ongoing client and candidate relationships
- Legal, tax, and regulatory requirements
- Record-keeping obligations

Information that is no longer required will be securely deleted, anonymized, or destroyed in accordance with applicable legislation and internal retention policies.

8. Disclosure of Personal Information:

Vanguard Appointments may share personal information with:

- Clients seeking candidates for employment opportunities
- Service providers assisting with recruitment processes
- Background screening and verification agencies
- Professional advisors and auditors
- Regulatory authorities where required by law

Personal information will only be disclosed where necessary and appropriate safeguards are in place.

Vanguard Appointments does not sell personal information to third parties.

9. Your right as a Data Subject:

Under POPIA, data subjects have the right to:

- Request access to their personal information
- Request correction or updating of inaccurate information
- Request deletion of personal information where applicable
- Object to the processing of personal information
- Withdraw consent where processing is based on consent
- Request restriction of processing
- Lodge a complaint with the Information Regulator

Requests relating to these rights may be directed to the Information Officer.

10. Cookies and Website Data:

When visiting our website, certain information may be collected automatically through cookies and similar technologies.

This information may include:

- Browser type
- Device information
- IP address
- Pages visited
- Time spent on the website

Cookies assist Vanguard Appointments in improving website functionality, enhancing user experience, and analyzing website performance.

Users may disable cookies through their browser settings; however, certain website features may not function correctly as a result.

11. Information Security:

Vanguard Appointments maintains appropriate technical and organizational security measures to protect personal information against unauthorized access, loss, misuse, alteration, or disclosure.

Security measures include:

- Physical security controls
- Secure networks and systems
- Access controls and authentication procedures
- Data encryption where appropriate
- Employee confidentiality obligations
- Secure document retention and destruction procedures
- Monitoring and incident response processes

Regular reviews and assessments are conducted to ensure ongoing compliance with data protection requirements.

12. Third Party Operators:

Where Vanguard Appointments engages third-party service providers to process personal information on its behalf, such providers will be contractually required to:

- Maintain confidentiality
- Implement appropriate security measures
- Process personal information only for authorized purposes
- Comply with POPIA and other applicable privacy laws

13. Changes to this policy:

Vanguard Appointments reserves the right to amend this Privacy Policy from time to time to reflect changes in legislation, business practices, or operational requirements.

The latest version of this policy will always be available upon request and on our website where applicable.

14. Contact Details:

For questions regarding this Privacy Policy or the processing of personal information, please contact:

Vanguard Appointments

Information Officer: Trevor December

Email: trevord@vanguardappointments.co.za

Telephone: +27 680 787 779

Website: www.vanguardappointments.co.za



Trevor December

Vanguard Appointments – Information Officer

If you are dissatisfied with the way your personal information is handled, you may lodge a complaint with the South African Information Regulator.

Vanguard Appointments is committed to protecting personal information and ensuring that all processing activities are conducted lawfully, fairly, and transparently in accordance with POPIA.