

CONSENT BY JOB APPLICANT

APPLICANT FULL NAME AND SURNAME:

("Candidate")

This consent is provided by the Candidate in consideration of the obligations imposed by the *Protection of Personal Information Act, 2013* (POPIA). The Candidate acknowledges that he or she is free to refuse this consent. However, as a result of his or her refusal, the Candidate's application for the relevant vacancy will not be considered any further. The Candidate consents as follows:

Protection of Personal Information

1. The Candidate hereby consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by Common Good Foundation ("Common Good") for the purposes of consideration of the Candidate in the recruitment process for which he or she has applied, and all further legitimate organisational purposes related thereto.
2. The Candidate hereby further consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by a supplier of Common Good where external recruitment specialists, verification agencies, and/or human resource consultants are utilised, and all further legitimate organisational purposes related thereto. The Candidate consents to Common Good sharing his or her personal information and/or special personal information with such a supplier, alternatively, Common Good is permitted to instruct the Candidate to share personal information and/or special personal information with such a supplier directly and to deal with them directly.
3. Processing may include the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
4. The Candidate undertakes to make available to Common Good all necessary personal information required for the purpose of considering and vetting the Candidate for the particular vacancy in question and to ensure that this information is updated as necessary. Further to this, the Candidate consents to provide Common Good or a supplier (as per above) with any personal information and/or special personal information for the purposes of the recruitment process and its related steps.
5. The Candidate consents to the collection of personal information and/or special personal information from another source other than the Candidate where this is necessary for the purpose described above.
6. For the purposes of this consent, "special personal information" is defined as religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health and medical records, any biometric information of the Candidate; and may include criminal behaviour or records of the Candidate to the extent such data relates to the alleged commission of the Candidate of an offence or any proceedings in respect of any offence allegedly committed by the Candidate or the disposal of such proceedings.
7. Common Good undertakes that it will only process special personal information where it is necessary for a reasonable and legitimate purpose relating to the Candidate's recruitment, the processing/consideration thereof, or an objectively legitimate and related organisational purpose. It is on this basis that the Candidate consents to provide Common Good or one of Common Good's suppliers with special personal information when requested.
8. The Candidate consents to Common Good's retention of his or her personal information and/or special personal information beyond the completion of the recruitment process, as far as is permitted or required by law. Should the Candidate be successful, the personal information and/or special personal information will necessarily be retained for the duration of the Candidate's employment and the Candidate will be provided with separate documentation to deal with POPIA for the employment relationship. Should the Candidate be unsuccessful in the recruitment process, following the completion of the process, Common Good will destroy, delete or de-identify such information as soon as reasonably practicable after it is no longer authorised to retain the information or after the information is no longer needed for the purpose for which it was collected.

SIGNED by Candidate:

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(signature above)

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Date