

# Summary Privacy Notice

## Introduction

The PARVANA group strives to ensure that our use of Personal Information of data subjects is lawful, reasonable, and relevant to our business activities, with the ultimate goal of improving our candidates career opportunities and satisfying our client requirements.

This document summarises our complete Privacy Notice into a short, easy to read document. Please don't assume this summary covers everything.

## The Personal Information that we collect about you

PARVANA collects, stores and processes your Personal Information such as

- **Identity Data**, (e.g. name, ID Number, marital status, date of birth, gender, race etc). as well as accompanying documents (ID, qualifications etc.)
- **Contact Data**, (email address, telephone numbers etc.)
- **Financial Data**, (e.g. bank account numbers where appropriate)
- **Transaction Data**, which includes details about payments to and from you.
- **Service Data**, which includes information concerning your interactions with PARVANA as well as your performance in educational courses, credit, criminal, education, ID and employment checks.
- **Security Data**, which may include records of your access to our facilities
- **Technical Data**, which includes your internet protocol (IP) address etc.
- **Usage Data**, which includes information about how you use our Website, products and services; and
- **Marketing and Communications Data**, which includes your preferences in receiving marketing.

## How we collect your Personal Information

- through direct or active interactions with you (applications, emails, calls etc.);
- through automated or passive interactions with you; and
- from third parties (such as Job Boards etc.)

## How the Information Collected is Used

Personal information provided to PARVANA by you will only be used for the purposes stated when the personal information is requested.

We may use your personal information:

- to provide our recruitment services to you including referrals, and hiring processes, status updates, background checks etc.
- to comply with our statutory obligations,
- to provide you with marketing that is relevant to you, or to direct information concerning PARVANA;
- maintain and update our customer, or potential customer databases
- communicate with you and keep a record of our communications;
- for any other purposes relevant to our business activities, provided they are lawful.

## Sharing of your Personal Information

We will not intentionally disclose, for commercial gain or otherwise, your Personal Information other than as set out in this Privacy Notice or without your permission.

PARVANA may share your Personal Information under the following circumstances:

- To our clients (CVs etc.) We will ensure we have your verbal or electronic permission to send
- to our service providers which have agreed to be bound by this or a similar Privacy Notice;
- to our employees who are covered by confidentiality agreements,
- in order to enforce or apply any other contract between you and us;
- in order to protect our rights, property or safety or that of our customers, employees etc.
- to governmental agencies, or self-regulatory bodies as required

## How we Store Information Collected

Personal information is held only as long as is necessary to provide the services to you or as may be required in terms of legislation (including prescription periods), business requirements and whichever period is the longest. The details of this are available on request to the PARVANA Information Officer.

Personal information that you provide to us will be stored electronically on our servers or those of our service providers, as well as in hard copy format (seldom), with reasonable organisation and technical safeguards in place to protect this personal information.

## Your rights

You may have the right to:

- **Request access to your personal information.** This enables you to receive a copy of the personal information that PARVANA has about you. We may refuse your request for access or disclosure of some of your personal information if any of the grounds permitted in law applies.
- **Request correction of the personal information that we hold about you.** This enables you to ensure that any incomplete or inaccurate data that PARVANA holds about you is corrected.
- **Request erasure of your personal data.** This enables you to request that PARVANA anonymise, delete or remove personal information where there is no lawful basis for us continuing to process or retain it. PARVANA may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Withdraw consent at any time where we are relying on consent to process your personal information.** This will not affect the lawfulness of any processing carried out before you withdraw your consent.
- **Right to object.** You have a right to object in accordance with applicable data protection or privacy legislation, at any time, from us processing or using your personal information and we may no longer process your personal information.

## Governing Law

To the maximum extent possible, South African law applies to this Privacy Notice.

## Contact

Any queries or concerns about privacy on this website should be sent by email to [dataprivacy@parvana.co.uk](mailto:dataprivacy@parvana.co.uk)