



Privacy Policy for Farm Manager SA (FMSA)

1. Introduction

Farm Manager SA (Pty) Ltd (FMSA) is committed to protecting the privacy of all users, clients, and applicants who interact with our website and services. This Privacy Policy outlines how we collect, use, disclose, and protect personal information in compliance with the Protection of Personal Information Act, 4 of 2013 (POPIA) and other applicable laws.

2. Personal Information We Collect

We may collect the following types of personal information:

- **From applicants:** name, ID number, age, gender, contact details, employment history, qualifications, and any other information included in CVs and job applications.
- **From clients:** business name, registration number, contact information, and position requirements.
- **Automatically via the website:** IP address, browser type, operating system, and browsing behavior through cookies and analytics tools.

3. Purpose of Collection

We collect and process personal information to:

- Facilitate recruitment and placement of applicants.
- Assess candidate suitability.
- Communicate with clients and applicants.
- Comply with legal and contractual obligations.
- Improve our services and user experience.

4. Legal Basis for Processing

We process personal information based on one or more of the following legal grounds:

- Consent from the data subject.
- Performance of a contract, such as the recruitment agreement.
- Compliance with legal obligations.
- Legitimate interests, such as improving our services and operations.

5. Confidentiality and Information Sharing

In accordance with **Section 6 of our Recruitment Agreement:**

- Personal information, including but not limited to age, gender, marital status, or race, will only be shared where the Applicant has given specific and informed consent.
- Applicant information is confidential and may not be shared with past or present employers without FMSA's consent.
- Personal data must be used and protected according to POPIA.
- FMSA will not be liable for any damages arising from the Client's unauthorized use or disclosure of personal data.

6. Client Responsibility

As per Clause 7.1 of our agreement:

“No responsibility can be accepted by FMSEA for errors, omissions, or misrepresentations. It is the Client who makes the final decision. When interviewing the Applicant, the onus is on the Client to satisfy itself as to the Applicant’s capabilities and suitability for the position.”

Clients are expected to uphold privacy standards and comply with all legal requirements concerning personal information shared through our services.

7. Data Retention

Personal information will be retained only for as long as necessary to fulfill the purpose for which it was collected, or as required by law or contractual obligation.

8. Data Security

We implement appropriate technical and organizational measures to safeguard personal information against accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or access.

9. Data Subject Rights

Under POPIA, individuals have the right to:

- Access their personal information.
- Request correction or deletion.
- Object to processing.
- Lodge a complaint with the Information Regulator.

To exercise any of these rights, please contact us at:

✉ Susan@FarmManagerSA.co.za

10. Cookies and Website Analytics

Our website uses cookies and analytics tools to improve user experience and collect anonymized usage data. Users can adjust their browser settings to manage cookie preferences.

11. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website with a revised effective date.

12. Contact Information

If you have any questions about this Privacy Policy or how we handle personal information, please contact:

Farm Manager SA (Pty) Ltd

Registration No: 2019/402156/07

✉ Susan@FarmManagerSA.co.za

🌐 www.FarmManagerSA.co.za