



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY**

PRIVACY NOTICE
FOR
JOB APPLICANTS, SUPPLIERS AND VISITORS

This notice applies to job applicants, suppliers i.e anyone who supplies or potentially supplies goods or services and visitors to Department of Transport and Community Safety.

The notice has been created to help you as the job applicants, suppliers and visitors understand how we collect, use and protect your personal information.

The Department may need to update this notice periodically but will let you know when we do.

If you have any questions about this notice, please contact us at: www.ldot.gov.za

What information do we collect?

Job applicants

As part of any recruitment process, the Department of Transport and Community Safety collects and process personal information of job applicants/candidates to assess their suitability for a vacant position within the Department.

Department of Transport and Community Safety collect information about you which includes but is not limited to:

- Your name, address and contact details, including e-mail address, phone number (s), fax number and emergency contact number, nationality, ethnic group, gender, date of birth, ID, passport , driver's licence or work permit number
- Information relating to any disability you may have
- Details of your qualifications, skills, experience and employment history
- Other information related to the specific job

The Department may collect personal information contained in application forms, CV's or resumes, identity documents or through interviews or other forms of assessment. We may also collect personal information about you from third parties such as references supplied by former employers, credit/criminal record checking service providers etc.

Personal information is stored in our Human Resources management Directorate systems.

Suppliers

In this privacy notice we will refer to you as a "supplier".

We collect personal information about existing and potential suppliers, to assess whether you are a suitable supplier

Department of Transport and Community Safety collect information about you which includes but is not limited to: full name, registered company name and contact details of potential or existing suppliers to Department of Transport and Community Safety, ID documents or CIPC registration certificates, VAT Numbers, bank details, BBBEE certificates, tax compliance status issued by SARS or Tax Clearance certificate, trade references, company profiles and annual turnover, if any of the directors, members, or proprietors, or any of the family members of suppliers or potential suppliers, are employed at Department of Transport and Community Safety, proof of insurance, proof of registration with a professional body, details of previous projects worked on and financial statements

We generate:

- An online profile for all tender applicants that you can use to apply for a Department of Transport and community safety tender electronically.
- A tender evaluation report on each applicant
- Minutes of the committee meeting documenting the decision when a current or potential supplier has been awarded a tender.
- An online profile for all Department of Transport and Community Safety registered suppliers that we use for payment and other day-to-day administration.
- An online profile for Department of Transport and Community Safety registered suppliers where we upload the relevant contract that can be used for contract management at Department of Transport and Community Safety.

Visitors

In this privacy notice we will refer to you as a “visitor”.

We usually collect information about visitors to the Department of Transport and Community Safety buildings and Facilities which includes but is not limited to:

- Your name, address, identity numbers and contact details

Why does the Department collect and process your personal information?

Job applicants

The Department collect and process your personal information to assess your suitability for the position and to select the most suitable candidate for the vacant position. If you are selected as the most suitable candidate, the Department may also need to process

your personal information to enter into an employment contract with you. The department has a legitimate interest in processing your personal information during the recruitment process and to keep proper records of the process. Processing personal information of job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and select the most suitable candidate for the job. We may also need to process personal information of job applicants to respond to and defend against legal claims. The Department of Transport and Community Safety may process special personal information such as information about ethnic origin, sexual orientation or religion or belief to monitor recruitment statistics and comply with statutory obligations. We may also collect information about job applicants' disabilities and health to evaluate if it is possible to make reasonable adjustments within the workplace for suitable candidates with disabilities and or health challenges.

If your application is unsuccessful, the Department may keep your personal information on file in case there are future employment opportunities for which you may be suited. The Department will request your consent before we retain your personal information for this purpose, and you are free to withdraw your consent at any time in writing.

We process this personal information with your consent

Suppliers

The Department collect and use your personal information to:

- Process and consider your application to provide goods or services to Department of Transport and Community Safety
- When we verify the details of your application with your listed trade references and SARS.
- When you contact us by email, telephone, or online chat, we use the information we collect to reply to, investigate, and resolve your query, complaint, or request.
- When we produce reports and returns for funding agencies, government departments, and public bodies.
- When independent auditors conduct our annual financial audits we are required by law to share your information with them.
- We process this information to conclude a contract with you and to meet our contractual obligations with you.
- We process this personal information because it is in your or our legitimate interest to do so.

We process this personal information with your consent

Visitors

We collect personal information from visitors to manage security and control access to the Departmental buildings and facilities.

Who has access to your personal information?

Job applicants

Your information will be shared within the Department as necessary in terms of our recruitment procedure, i.e your personal information will be shared with members of the HR and recruitment team, interview panel members, relevant officials in the divisions or units where the vacancy exists and IT staff if access to the personal information is necessary for the performance of their roles.

The Department will not share your personal information with third parties unless you have been identified during the shortlisting and interview process as being suitable for the position. We may then share your personal information with third parties to obtain references, employment background and credit or criminal checks, needed to make a final decision as to your suitability to be employed by the Department.

Suppliers

We may share your personal information to help us communicate with you, monitor the effectiveness of our services and process tender applications, conduct annual financial audits. The department will only share your personal information with service providers we trust, who we have contracts and who will keep your information secure and confidential. We use service providers who will use your information for the purposes for which we shared it with them.

Visitors

We will not provide your personal information to anyone else unless you consent thereto or when is legally required or authorised, such as by a law, or a court order or necessary to prevent a serious threat to the life, health, or safety of any individual, or to public health or safety.

How does the department protect your personal information?

The Department regard the safeguarding of your personal information as important and we have reasonable security measures in place to protect your personal information from loss, misuse, unauthorised access, being altered and being destroyed and is not accessed except by our employees in the proper performance of their duties.

How long does the Department keep personal information?

Job applicants

If your application for employment is unsuccessful, the Department will retain your personal information for a period of after the end of the relevant recruitment process. At the end of that period, your personal information is deleted or destroyed in terms of our Records Management policy/prescripts. You will be requested (when you submit your application) whether you consent that we retain your details for the purpose of considering you for other positions that may become vacant in the future.

If your application for employment is successful, your personal information provided during the recruitment process will be retained by our Human Resources division and a personnel file (electronic and /or paper based) will be kept for the duration of your employment with the Department. After termination of employment your personal information will be retained for as long as legally required, whereafter it will be disposed of in secure manner.

Suppliers

Your personal information will be retained for the duration of your contract with the department. After your contract has lapsed your personal information will be retained for as long as legally required and whereafter, it will be disposed of in secure manner.

Visitors

Your personal information will be retained for as long as legally required and whereafter, it will be disposed of in secure manner.

Your rights.

As a Data Subject, you have right to:

- Establish whether the Department holds personal information related to him or her, including the right to request access to that personal information i.e the right to have access to copies of your personal information
- Request the Department to correct or delete your personal information where the Department is no longer authorized to retain the personal information.
- Object to the processing of your personal information (on reasonable grounds).
- Object to the processing of your personal information for purposes of direct marketing by means of unsolicited electronic communications.

- Submit a complaint to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of your personal information.
- Be notified that your personal information is being collected by the Department. You also have the right to be notified in any situation where the Department has reasonable grounds to believe that your personal information has been accessed by an unauthorized person.

To exercise any of the above rights you must use the Department's Data Subject request procedure/forms published on the Department's website, www.ldot.gov.za or use the following contact numbers: 015 295 1000.

If you believe that the Department of Transport and Community Safety has not complied with your personal information protection rights, you may complain to the Information Regulator:

General enquiries email: infoereg@justice.gov.za or

Complaints email: complaints.IR@justice.gov.za

How to contact the Department about the privacy notice or your personal information:

Information Officer

Name: Masilo Stephen Matjena
Tel: 015 295 1006
Email: matjenam@dtcs.limpopo.gov.za
Fax number: 015 294 8000

Deputy Information Officers

Name: Nakapedi James Masete
Tel: 015 295 1012
Email: maseten@dtcs.limpopo.gov.za
Fax Number: 015 294 8000

Name: Mputle Eulalia Seriti
Tel: 015 295 1060
Email: seritim@dtcs.limpopo.gov.za
Fax Number: 015 294 8000

Name: Paul Noko Moloto
Tel: 015 295 1178
Email: molotop@dtcs.limpopo.gov.za
Fax Number: 015 294 8000

Name: Ramadimetja Jermina Mokoena
Tel: 087 086 3845/015 295 1000
Email: mokoelar@dtcs.limpopo.gov.za
Fax Number: 015 294 8000

Name: Elmon Mabu Mokoni
Tel: 015 632 9855
Email: mokonie@dtcs.limpopo.gov.za
Fax Number: 015 632 9800

Name: Masidi Joel Chauke
Tel: 015 811 7000
Email: chaukej@dtcs.limpopo.gov.za
Fax Number: 015 812 4320

Name: Mawope Gerald Sekatane
Tel: 014 718 2305
Email: sekataned@dtcs.limpopo.gov.za
Fax Number: 015 294 8000

Name: Thixedzwi Maphiswana
Tel: 015 960 3000

Email: maphiswanat@dtcs.limpopo.gov.za

Fax Number: 015 960 3059

Name: Mukondeleli Peterson Nthakheni

Tel: 015 967 9300

Email: nthakhenim@dtcs.limpopo.gov.za

Fax Number: 015 967 9314

✓
Approved/Not Approved



Accounting Officer



Date