

Praxima Africa Payroll Systems - Privacy Notice

This privacy notice provides details of the personal information we collect from you, what we do with it, how you might access it and who it might be shared with.

Our Organisation

Praxima Africa Payroll Systems
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Glen Austin , Midrand
1685
South Africa
Mobile: +27100351050
Telephone: +27100351050
Organisation email: jhb@praxima.com

What we do with your personal information

We use your personal information only for the purpose for which it is collected. Among others, this purpose could be to provide a service, assist us with administration, recruit prospective employees or even to comply with a legal obligation. We may use your personal information for other similar purposes, including marketing and communications, but that will only occur in the case where we have your consent or another lawful justification for doing so.

From our **Suppliers** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Auditing and taxation services	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Legal advice and representation	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Site management and security	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
IT Support Services	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed

From our **Customers / Clients** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Payroll Outsourcing	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Payment Services	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Business advisory	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for purposes of proof
Customer sales, service and support	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Taxation Services	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed

From our **Prospective Employees** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Employee recruitment	S11 - We have the data subject's consent	Until no longer needed for purposes of proof

What personal information do we collect?

We only collect the minimum amount of information that is relevant to the purpose. If you interact with us on the internet, the personal information we collect depends on whether you just visit our website or, use our services. If you visit our website, your browser transmits some data automatically, such as your browsing times, the data transmitted and your IP address.

If you use our services, personal information is required to fulfill the requirements of that service.

Generally, we collect the following personal information. If there is any *specific* personal information to collect, we will indicate as such, at or near the time of collection.

- Salary and Remuneration Information
- SARS tax information
- Physical address
- Identification Number
- Telephone number
- Confidential Correspondence
- Email address
- Financial & banking details
- Location information
- Name, together with other identifying information
- Online identifier
- Personal opinions, views or preferences
- Education history
- Employment history

Special personal information could be about your health, your racial or ethnic origin, your trade union membership etc. We collect the following special personal information, under the appropriate lawful basis.:

- Health or sex life
 - S32 - We comply with provisions concerning a data subject's health or sex life
- Race or ethnic origin
 - S27 - For the establishment, exercise or defence of a right or obligation in law
 - S29 - We comply with provisions concerning a data subject's race or ethnic origin
- Trade union membership
 - S30 - We comply with provisions concerning a data subject's trade union membership
- Biometric information
 - S33 - We comply with provisions concerning a data subject's criminal behaviour or biometric information
- Criminal behaviour - allegations
 - S27 - We have the data subject's consent

Who might we share your personal information with?

To maintain and improve our services, your personal information may need to be shared with or disclosed to our service providers, other organisations such as ours or, in some cases, public or legal authorities.

We transfer personal information to the following organisations and countries:

Data subject type	Organisation name	Type	Country
Suppliers	IT Support Services	Operator	South Africa
Suppliers	Praxima Auditors	Responsible Party	South Africa

Suppliers	Praxima Legal Counsel	Responsible Party	South Africa
Suppliers	Security Firm	Responsible Party	South Africa
Customers / Clients	Employee Benefit Funds & Income Protection Insurance	Responsible Party	South Africa
Customers / Clients	Group Life, Group Risk & Disability	Responsible Party	South Africa
Customers / Clients	IT Support Services	Operator	South Africa
Customers / Clients	IT Support Services	Responsible Party	South Africa
Customers / Clients	Medical Aid Institutions	Responsible Party	South Africa
Customers / Clients	Office 365	Operator	Ireland
Customers / Clients	Other Financial/Service Institutions	Responsible Party	South Africa
Customers / Clients	Praxima Auditors	Responsible Party	South Africa
Customers / Clients	Praxima Legal Counsel	Responsible Party	South Africa
Customers / Clients	Provident, Pension and Retirement Annuity	Responsible Party	South Africa
Customers / Clients	Standard Bank South Africa	Responsible Party	South Africa
Customers / Clients	Unions & Bargaining Councils	Responsible Party	South Africa
Prospective Employees	IT Support Services	Operator	South Africa
Prospective Employees	IT Support Services	Responsible Party	South Africa
Prospective Employees	Millennium Data Consultants	Responsible Party	South Africa
Prospective Employees	Office 365	Operator	Ireland
Prospective Employees	Praxima Auditors	Responsible Party	South Africa
Prospective Employees	Praxima Legal Counsel	Responsible Party	South Africa
Prospective Employees	Standard Bank South Africa	Responsible Party	South Africa

If we transfer your personal information outside of South Africa, we apply the necessary safeguards which include, confirming whether the receiving country has the proper data protection law, ensuring that there is a binding agreement between parties or, if the transfer is internal to our organisation, commitment to binding corporate rules. Details of these safeguards may be obtained by contacting us directly.

Automated Decision Making

Our organisation uses computers to automatically make decisions which may have an effect on you. For further details, please check the following:

We use computer systems to generate the following type of decisions:

The following is a description of the processes involved:

This is why we make automated decisions:

This is the potential impact it might have on you:

You have the right to challenge such decisions, to express your point of view or to an explanation of any decisions reached. For further details or queries on automated decision making, you may contact us using the link under 'How you can access your personal information', or you may contact us directly.

How do we look after personal information?

We limit the amount of personal information collected to only what is fit for the purposes as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal information only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal information for historical or statistical purposes we ensure that the personal information cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal information.

How can you access your personal information?

You have the right to request access to any of your personal information we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

If you would like to make a request to see what personal information of yours we might hold, you may make a request from our organisation website or contact us as per the details above

Where you have previously given your consent to process your personal information, you also have the right to request that we transmit your personal information to a different service provider.

Where it may have been necessary to get your consent to use your personal information, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal information without affecting the lawfulness of processing based on consent before your withdrawal.

Our Information Officer

Dion Bowden
dionb@praxima.com
Telephone: +0100351050

The SA Information Regulator

You have the right to lodge a complaint with the SA Information Regulator. See the Information Regulator contact details below.

The Information Regulator (South Africa)
PO Box 31533
Braamfontein
27 Stiemens St
Braamfontein
2017
The Information Regulator (South Africa)
complaints.IR@justice.gov.za
27827464173
infoereg@justice.gov.za