



## **WEBSITE PRIVACY POLICY, COPYRIGHT AND POPI NOTICE**

**Copyright** © 2004-2040 Specialised Human Resource Services cc, hereafter referred to as SHRS). All Rights Reserved.

All elements of SHRS.co.za, including, but not limited to, the general design and the imagery, are protected by trade restrictions, copyright, moral rights, trademark and other laws relating to intellectual property rights. Except if explicitly permitted under this or another agreement with SHRS., no portion or element of this website or its content may be copied or retransmitted via any means.

This website, its content and all related rights shall remain the exclusive property of SHRS (Specialised Human Resource Services). or its licensors unless otherwise expressly agreed. Any unauthorised use, alteration or dissemination of information on this website is prohibited. Should a user breach the terms of this clause, SHRS (Specialised Human Resource Services). will have the right to claim damages which claim shall include the right to claim special, incidental, consequential or indirect damages. SHRS (Specialised Human Resource Services). will also be entitled to claim for loss of profits and loss of business and shall be entitled to recover legal costs on a scale as between attorney and own client.

Copyright subsists in all materials on this website. Should you wish to make use of any of the information and material on this website, please contact us.

### **Disclaimer**

SHRS maintains this website to provide the internet user with general information concerning SHRS, its activities, products and services available.

The information provided on this site is intended for general guidance only. While this site is continually updated with new information and every possible care is taken to keep the information on the site as current as possible, SHRS accepts no responsibility or liability for any damages or losses, whether directly or indirectly, including consequential loss or loss of profit, arising from any use of or reliance on the information supplied on this site. Users should not act on this information without seeking professional advice from SHRS.

The content of this site is subject to copyright protection and may not be reproduced or transmitted in any form without the prior written approval of SHRS. All information, including products or services or any terms or conditions about them, is subject to change at any time.

### **Terms and Conditions**

Your access to and use of this site is subject to the following terms and conditions and all applicable laws. By accessing and using this site: you accept the following terms and conditions, without limitation or qualification.

Unless otherwise stated, the contents of this site including, but not limited to, the text and images contained herein and their arrangement are the property of SHRS. All trademarks used or referred to on this website are the property of their respective owners.

The information provided on this site is free of charge and for informational purposes only and does not create a business or professional services relationship between you and SHRS. Links on this site may lead to services or sites not operated by SHRS. No judgment or warranty is made concerning such other services or sites and SHRS takes no responsibility for such other sites or services. A link to another site or service is not an endorsement of that site or service. Any use you make of the information provided on this site, or any site or service linked to by this site, is at your own risk.

This site and its contents are provided "as is" and SHRS makes no representation or warranty of any kind concerning this site or any site or service accessible through this site.

SHRS does not accept unauthorised idea submissions outside of established business relationships.

## **Privacy Policy**

The SHRS website URL address: <https://www.shrs.co.za/> appreciates your business and trust. Please read this Privacy Policy governing our website and any other technology, product, or service made available by SHRS.

SHRS is committed to protecting your privacy. You can visit all pages on our website without giving us any information about yourself. Sometimes, however, we do need the information to provide services that you request, and this privacy statement explains data collection and use in those situations. These submissions are only kept for the specific services you have requested, is never used for marketing purposes or shared with any third parties. This privacy statement applies to SHRS.

### **a) Data Collection**

We collect only personally identifiable information that is specifically and voluntarily provided by visitors to SHRS.co.za website. SHRS receives limited identifiable information, such as name, title, company, country, e-mail address and contact number, from website visitors. Typically, identifying information is collected to:

- Inquire for further information
- Distribute requested contact details
- Share articles relating to Human Resources, Labour Legislation, Business Ethics and Payroll matters

Demographic information, including gender and occupation, is not actively sought. It is SHRS policy to limit the information collected to only the minimum information required to complete a visitor's request. In any instance where non-mandatory information is sought, the website visitor will be notified of this at the point of collection.

Visitors are also able to send e-mail through the site. Their messages will contain the user's screen name and e-mail address, as well as any additional information the user may wish to include in the message.

Although most publications are provided as downloads, visitors may also have the opportunity to request further information by contacting SHRS on the email address: [info@shrs.co.za](mailto:info@shrs.co.za).

### **b) Use of Data**

A user may choose to provide personal information to be contacted for further information.

Information attained by the site is used only for the intended purpose stated at the time that the information is collected. This data are not shared with other entities in SHRS.co.za for secondary or unrelated purposes, or shared with a third party unless otherwise disclosed at the point of collection. If there is an instance where such information may be shared, the visitor will be asked for permission beforehand.

SHRS may disclose your personal information if required to do so by law or in the good-faith belief that such action is necessary to:

- conform to the edicts of the law or comply with legal process served on SHRS or the site;
- protect and defend the rights or property of SHRS and its website, or
- act in urgent circumstances to protect the personal safety of SHRS employees, users of SHRS.co.za or services, or members of the public.

### **c) Control of your Personal Information**

When you provide us with personal information, SHRS will not share that information with third parties without your permission, other than for the limited exceptions already listed. It will only be used for the purposes stated above.

#### **d) Security**

SHRS maintains generally accepted standards of technological and operational security to protect personally identifiable information from loss, misuse, alteration or destruction. All SHRS employees follow a company-wide security policy. Only authorised SHRS personnel are provided access to personally identifiable information and these employees are contractually obliged to ensure confidentiality of this information.

#### **e) Third Party Links**

There are a few places throughout SHRS.co.za that may link to other websites that do not operate under privacy practices. When you link to other websites, SHRS privacy practices no longer apply. We encourage visitors to review each site's privacy policy before disclosing any personally identifiable information.

#### **f) Children**

SHRS understands the importance of protecting children's privacy, especially in an online environment. SHRS.co.za is a general audience site and does not knowingly collect any personal information from children.

#### **g) Data Retention**

SHRS keeps a record of all information voluntarily submitted to us via our website. SHRS does not assume responsibility for verifying the ongoing accuracy of the content of personal information. When practically possible, if SHRS is informed that any personal data collected through a website are no longer accurate, SHRS will make appropriate corrections based on the updated information provided by the authenticated visitor.

#### **h) Choices**

As a policy, visitors are not required to register to gain access to areas of the SHRS.co.za website. In certain cases in the future, as your SHRS.co.za website experience expands, we may require visitors to register to obtain a user-id and password for authentication and secure access to a transaction or certain business confidential or proprietary information services on premium website pages.

#### **i) Changes**

SHRS reserves the right to modify or amend this Statement at any time. The effective date will be displayed at the beginning of this statement. All material changes will be indicated on the website.

#### **j) Comments**

SHRS welcomes your comments regarding our internet privacy statement. Please contact us through our contact us page.

#### **Protection of your Personal Information under the POPI Act**

We continuously strive to ensure we protect your personal information, limit access to your data and ensure that your data is kept private to the best of our ability, and in line with the requirements of the POPI Act. We also demand the same level of assurance from all of our suppliers, and in particular, those suppliers who host and manage our clients' data.

We respect your privacy and as such provide you with the option to remove yourself from our mailing lists at any time.

If you are happy to continue receiving emails from us, no action is needed from you. Should you however wish to be removed from our email and or other communication platforms please let us know by sending an email to [info@shrs.co.za](mailto:info@shrs.co.za) with the word "unsubscribe" in the subject line. Should we receive this instruction from you we will remove you, immediately, from all our communication channels.

We thank you for your continued support of our business. We would truly not like to see you deregister with us as we believe that the services we offer and the information we provide is of vital importance to you and the HR and Payroll industry in general.

Should you have any questions or queries about the application of the POPI Act within our business please send an email to [info@shrs.co.za](mailto:info@shrs.co.za).