

# Demo Creche

## CONSENT FOR PROCESSING OF PERSONAL INFORMATION

In terms of the Protection of Personal Information Act 4 of 2013 (POPIA)

### DATA SUBJECT (EMPLOYEE) DETAILS

Full Name:	Sarah Johnson
ID Number:	850101 5800 88
Department:	teaching

### RESPONSIBLE PARTY (EMPLOYER) DETAILS

Company Name:	Demo Creche
Address:	123 Demo Street, Johannesburg, Gauteng
Contact Email:	demo@creche.example
Contact Number:	0110000000

### 1. PURPOSE OF PROCESSING

I understand that my personal information will be processed for the following purposes:

- Administration of my employment contract and relationship
- Payroll processing, tax calculations, and statutory submissions (SARS, UIF)
- Performance management and human resources administration
- Communication regarding employment matters
- Compliance with legal and regulatory requirements
- Health and safety management in the workplace
- Benefits administration (medical aid, pension, etc.)
- Emergency contact purposes

### 2. TYPES OF PERSONAL INFORMATION PROCESSED

The following categories of personal information may be collected and processed:

- Identity information (name, ID number, date of birth)
- Contact details (address, phone number, email)
- Banking information (for salary payments)
- Tax information (tax number, tax status)
- Employment history and qualifications
- Next of kin and emergency contact information
- Medical information (where relevant to employment)
- Performance and disciplinary records
- Photographs and biometric data (where applicable)

### 3. RECIPIENTS OF PERSONAL INFORMATION

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My personal information may be shared with the following parties:

- South African Revenue Service (SARS) for tax purposes
- Department of Labour (UIF declarations)
- Medical aid providers (where applicable)
- Pension fund administrators (where applicable)
- Banking institutions (for salary payments)
- External auditors and legal advisors (where required)
- Service providers processing data on behalf of the employer

### 4. RETENTION OF PERSONAL INFORMATION

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Personal information will be retained for:

- The duration of employment
- 5 years after termination of employment (or as required by law)
- Tax records: 5 years after submission (SARS requirement)
- Pension records: As required by the fund rules

After the retention period, personal information will be securely destroyed.

### 5. MY RIGHTS UNDER POPIA

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I understand that I have the following rights:

- The right to access my personal information held by the employer
- The right to request correction of inaccurate personal information
- The right to request deletion of personal information (where applicable)
- The right to object to the processing of my personal information
- The right to lodge a complaint with the Information Regulator
- The right to withdraw consent (where processing is based on consent)

### 6. CONSENT DECLARATION

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By signing below, I:

- Confirm that I have read and understood this consent form
- Acknowledge that my personal information will be processed as described
- Consent to the processing of my personal information for the stated purposes
- Confirm that the personal information provided by me is accurate and complete
- Undertake to inform the employer of any changes to my personal information

#### EMPLOYEE SIGNATURE:

Signature: \_\_\_\_\_

Full Name: Sarah Johnson

ID Number: 850101 5800 88

Date: \_\_\_\_\_

#### WITNESS:

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

For any queries regarding this consent or your personal information, please contact:  
demo@creche.example | 0110000000