



## Privacy Policy – Fonopolee

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Fonopolee is committed to protecting the privacy of its clients and employees. This Privacy Policy outlines how we collect, use, store, and protect personal information in compliance with the Protection of Personal Information Act (POPIA).

### Your Rights Under POPIA

- Right to Be Informed – You have the right to know what personal information is collected, why it is collected, and how it will be used.
- Right to Access – You may request access to your personal information held by Skills Bureau.
- Right to Correction – You may request correction of inaccurate or outdated personal information.
- Right to Deletion – You may request deletion of your personal information when it is no longer required or if you withdraw consent.
- Right to Object – You may object to the processing of your personal information, especially for direct marketing.
- Right to Consent – Your explicit consent is required before processing sensitive personal data.
- Right to Data Security – Your data must be stored securely with appropriate safeguards.
- Right to Notification – You will be notified in the event of a data breach.

### Fonopolee's Responsibilities

- Appoint an Information Officer to oversee POPIA compliance.
- Implement a POPIA Policy accessible to all employees.
- Sign Operator Agreements with third-party service providers handling personal data.
- Conduct regular POPIA training for employees.
- Ensure secure handling of personal data during recruitment, employment, and client interactions.