## POPI Addendum to SHERIFF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_+\_ Contract of Employment

**Addendum to Contract of Employment**

**Protection of Personal Information Act Declaration**

I,**[insert employee’s full name and surname]**, understand that the SHERIFF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will:

1. During the course of my employment,need to collect, organise, process and store my personal information for the business interests of the Organisation, as well as for the benefits of both parties. This includes any information that I have provided in support of my application.
2. Use this information for screening, appointments, training and development, performance monitoring, career and talent management, administration, employment relationship issues, termination of employment and any other employment-related purposes.
3. Share my personal information with a third party (such as fund and insurance administrators, government departments and funders)**,** including across borders when necessary.
4. Distribute relevant personal information whe**n** it is legally required to do so.

By signing this addendum, I confirm that I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information, and hereby give my consent to the SHERIFF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to all of the above activities. I also understand and accept that it is my responsibility to keep this information uptodate by notifying the nominated person **responsible** at the SHERIFF\_\_\_\_\_\_\_\_\_\_\_\_\_\_ whenever my personal information changes.

I hereby authorise the SHERIFF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , its Human Resources Consultant and any authorised member of the Management team:

**Signed at** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**on this** \_\_\_\_\_\_\_\_ **day of** \_\_\_\_\_\_\_\_\_\_\_**20**\_\_\_

**Employee name Employee signature**

For and on behalf of

 **Employer name Employer signature**

 **Witness name Witness signature**