



# PreAppliCheck

Vetting driven by Intelligence

POWERED BY  TRUE LIE DETECTORS & VETTING

## PRIVACY POLICY

**PreAppliCheck**, a division of **True Lie Detectors & Vetting (Pty) Ltd** ("we", "us", or "our"), respects your privacy and is committed to protecting your personal information in accordance with the **Protection of Personal Information Act 4 of 2013 (POPIA)**.

This Privacy Policy explains how we collect, use, store, and protect personal information when you use our background screening services, online portals, and communications.



### Information Officer

Our Information Officer oversees POPIA compliance. For any questions or to exercise your rights, please contact us at [admin@tldv.co.za](mailto:admin@tldv.co.za).



### What Personal Information We Collect

We may collect and process the following categories of personal information:

- **Identity information:** Full name, ID number, date of birth, nationality, and photographic verification.
- **Contact information:** Email address, phone number, and physical address.
- **Employment and educational history:** Previous employers, qualifications, and professional references.
- **Criminal and legal history:** Information relating to arrests, convictions, and civil judgments (only where lawfully permitted and relevant).
- **Financial information:** Credit history (collected only with consent and where relevant to the role).
- **Device and online data:** IP address, device information, and browser data when you use our portals or online application.
- **Biometric data:** Selfies or photographs captured during digital identity verification (collected only with your explicit consent).



### How We Collect Personal Information

We collect personal information directly from you, from your current or prospective employer (with your consent), and from trusted third-party sources such as credit bureaus, educational institutions, and criminal record databases.



### Legal Basis and Purpose of Processing

We process personal information only for legitimate purposes, including:

- Conducting background screening and verification on behalf of our clients
- Verifying identity, qualifications, employment history, and criminal records
- Generating background screening reports
- Complying with legal and regulatory obligations
- Communicating with you and our clients regarding screening outcomes

We rely on one or more of the following legal bases: your consent, necessity for the performance of a contract, compliance with a legal obligation, or our legitimate interests (balanced against your rights).

## **Sharing and Disclosure**

We only share personal information with:

- The client organisation that requested the screening (with your consent)
- Trusted third-party verification providers (e.g. credit bureaus, qualification verifiers, criminal record agencies)

All third parties are bound by confidentiality and data protection obligations. We do not sell or trade personal information.

## **International Transfers**

Where necessary (for example, when verifying international qualifications or criminal records), we may transfer personal information outside South Africa. In such cases, we take appropriate steps to ensure an adequate level of protection in accordance with POPIA.

## **Security Safeguards**

We implement appropriate technical and organisational measures to protect personal information against loss, unauthorised access, and unlawful processing. These include encryption, access controls, and regular security assessments.

## **Data Breaches**

In the event of a data breach that poses a risk to your rights and freedoms, we will notify the Information Regulator and affected individuals as required by POPIA.

## **Retention**

We retain personal information only for as long as necessary to fulfil the purpose for which it was collected, or as required by law. Once the retention period expires, information is securely deleted or de-identified.

## **Your Rights under POPIA**

You have the right to:

- Be informed that your personal information is being collected
- Request access to the personal information we hold about you
- Request correction or deletion of inaccurate or outdated information
- Object to the processing of your personal information in certain circumstances
- Lodge a complaint with the Information Regulator of South Africa

To exercise any of these rights, please email [admin@tldv.co.za](mailto:admin@tldv.co.za) with proof of identity. We will respond within the timeframes required by POPIA.



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## Cookies and Online Tracking

When you use our website or online portals, we may collect technical information such as your IP address and device data through cookies and similar technologies. This helps us improve our services and ensure security. You can manage cookie preferences through your browser settings.

## Changes to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website with the effective date clearly displayed.

## Contact Us

If you have any questions or concerns about this Privacy Policy or how we handle your personal information, please contact our Information Officer at [admin@tldv.co.za](mailto:admin@tldv.co.za)

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