



Privacy Notice – Employment

This privacy notice serves to inform you of the personal information we process whilst you are an employee of our organisation, and in some cases after you cease to be an employee. In collecting this information, we are acting as a responsible party and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are Remote Metering Solutions (Pty) Ltd (RMS). Our address is 53 De Havilland Crescent, Persequor Park, 0020. You can contact us by email at compliance@remotemetering.net or by telephone on +27 82 332 0818.

How do we use your personal data?

- As a general part of your employment
- Making sure you get paid and pay the right tax
- For your health and safety
- To review and assess your performance at work
- As part of training and development

As a general part of your employment

When you become an employee of Remote Metering Solutions (Pty) Ltd we need you to provide a variety of personal information, including your name, address, contact telephone number, date of birth and next of kin. Without this information we will be unable to employ you.

This personal information is collected to be able to put in place and maintain our employment contract with you, and to allow you to participate in the business activities for which you have been employed.

During your employment with us we will generally collect additional information about you to allow us to meet further legal obligations in areas such as equal opportunities monitoring. This may include details of gender, racial origin, disability and trade union membership.

We will keep information about your employment with us for as long as you are an employee, and for a period of three years after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

pretoria	sandton	cape town	durban	bloemfontein
rms house, 53 de havilland crescent, persequor technopark, pretoria t 012 0013 600, f 086 618 0542 po box 110, persequor park 0020, pretoria info@remotemetering.net - www.remotemetering.net	centric house mellis court mellis road rivonia t 0860 767 999 f 086 618 0542	3 rd floor letterstedt house newlands on main newlands t 021 671 1575 f 086 544 4102	unit 8, 1 st floor, 4 the crescent, westway office park, westville t 031 265 8513 f 086 621 6158	8 andre p brink str, langenhoven park, t 051 880 0004 f 086 618 0542

Making sure you get paid and pay the right tax

As part of our employment contract with you, and to meet our legal obligations to the tax authority, we need to hold details of your salary or wage rate, terms and conditions, benefits, hours worked, tax code, previous earnings and, if applicable, other information to do with overtime, bonuses and pensions.

Without this information we will be unable to pay you.

RMS will keep information about your pay and benefits for as long as you are an employee, and for a period of three years after your employment has ended, unless we are required to retain specific information by law.

RMS do not use the information you provide to make any automated decisions that might affect you.

For your health and safety

To meet our legal obligations in the area of health and safety, we hold information about your health, including details of occupational health reports, injuries and sickness. This information is required by law.

Information about you in the area of health and safety will generally be retained for as long as you are an employee, except where we are legally required to keep it for a longer period as specified within the relevant legislation.

We do not use the information you provide to make any automated decisions that might affect you.

To review and assess your performance at work

During your employment, information may be generated about your performance at work and, in some circumstances, regarding disciplinary action or warnings. We will use and retain this information on the grounds of our legitimate interest, which is to ensure that work is completed to an acceptable standard in support of our business processes.

This information is held locally within the business and is not shared with any third parties.

Performance and disciplinary information are held for as long as you continue to be an employee, and for a period of one three years after the end of your employment, unless it is necessary to defend a legal claim.

We do not use the information you provide to make any automated decisions that might affect you.

As part of training and development

As part of training and employee development activities, we may keep records of training courses attended and other learning opportunities, including the nature of the activity and the dates attended. We will use and retain this information on the grounds of our legitimate interest, which is to ensure that adequate training is provided and that our employees are suitably qualified to fulfil their roles within the business.

This information is held locally within the business and is not shared with any third parties.

Information about training and development is held for as long as you continue to be an employee, and for a period of one three years after the end of your employment, unless we are required to keep it for legal reasons.

We do not use the information you provide to make any automated decisions that might affect you.

Your rights over your information

By law, you can ask us what information we hold about you, request to have access to it, and you can ask us to correct it if it is inaccurate.

In those cases where we process your information for contractual reasons, you can ask us to give you a copy of the information.

If you believe we are not using your information lawfully you can ask us to stop using it. In some circumstances, you may have the right to ask us to erase your personal information.

To submit a request by email, post or telephone, please use the contact information provided above.

Your right to complain

If you have a complaint about our use of your personal information, we would prefer you to raise it with us in the first instance to give us the opportunity to put it right, but you can also contact the Information Regulator's Office via their website at www.justice.gov.za/infoereg/contact.html by email at infoereg@justice.gov.za or write to them at:

The Information Regulator (South Africa)
JD House
27 Stiemens Street
Braamfontein
Johannesburg
2001