

## ANNEXURE G - NOTICE TO APPOINTEES

### PROTECTION OF PERSONAL INFORMATION ACT, 2013 NOTICE & DECLARATION BY APPOINTEES

*I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that -*

- i. the supply of this information is mandatory in order to process the appointment / transfer and to comply with the laws regulating employment matters in the Public Service;*
- ii. failure to supply same would result in non-appointment / transfer;*
- iii. any false information provided will result in disciplinary action being taken that may result in my dismissal.*

*The personal information collected may be shared with and processed by –*

- 1. the PERSAL system and administrators of the system;*
- 2. the State Information Technology Agency;*
- 3. the Auditor-General;*
- 4. Law enforcement agencies;*
- 5. the South African Revenue Services;*
- 6. the Government Employees Pension Fund;*
- 7. the Government Employees Medical Aid Scheme; and*
- 8. any other Organs of State for purposes of performing their public functions or their agents.*

*I acknowledge that any personal information shall be retained for the duration of my employment in the Public Service and for an additional period of .... years after my resignation / retirement / death before being destroyed. I accept that the processing of the personal information shall be in accordance with the Protection of Personal Information Act, 2013 and shall be for any one or more of the following purposes:*

- a) processing necessary to manage my employment within the Public Service in accordance with the laws applicable to the Public Service;*
- b) processing in pursuance of an obligation imposed by law on the Public Service;*
- c) processing in order to protect a legitimate interest of mine;*
- d) processing necessary for the proper performance of a public law duty of the Public Service;*  
*or*
- e) processing necessary for pursuing the legitimate interests of the Public Service or of a third party to whom the information is supplied.*

*I hereby consent to the processing of personal information in accordance with the Protection of Personal Information Act, 2013 and I acknowledge that I have the right to –*

- i. access to and the right to rectify the information collected;*
- ii. the right to object to the processing of personal information to protect a legitimate interest or processing that is necessary for the proper performance of a public law duty by a public body, on reasonable grounds relating to my particular situation, unless legislation provides for such processing; and*
- iii. lodge a complaint to the Regulator ([complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)).*

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**SIGNATURE**

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**DATE**