

PRIVACY POLICY

1. Introduction

JobCrystal takes your privacy seriously. We undertake to ensure that your personal information is kept strictly confidential and is not disclosed to third parties without your permission, subject to the points below. The following Privacy Policy applies to all the web pages that form part of this website and use of the website will only be possible once the Privacy Policy has been accepted by you.

“Employee” means a registered JobCrystal user, that is passively or actively looking for employment opportunities.

“Employer” or “You” means any natural or legal person that is a registered user of the JobCrystal service and wants to directly employ an Employee via posting a job on the JobCrystal website.

“JobCrystal” and “We”, “Our” means JobCrystal (Pty) Ltd Registration number 2009/000610/07 of Block C, The Terraces, Silverwood Close, Steenberg Office Park, Tokai, 7945 and any of its employees, officers, directors, representatives, agents, shareholders, affiliates, subsidiaries, holding companies, advisers, service providers, suppliers and content providers, being the owner of the website.

“Party/ies” or “User” means the Employer and/or Recruiter and/or JobCrystal

2. Information collected from you:

Employees:

- 2.1. If you are an Employee, we will collect your name, contact details, username, password, address and current employment information
- 2.2. Further information may be collected from you throughout the time you use the website, including but not limited to your personal preferences, personality profile and employment history.
- 2.3. This information is used by us to support your interaction with our site and to match you to prospective employers.
- 2.4. Your e-mail address may be used to send you communication regarding job offers, to notify you of any changes or updates to the JobCrystal service and to send you relevant news and data from time to time. JobCrystal may also use your information to contact you about promotions and services which you may choose to unsubscribe to. We will not share your e-mail address with any third party unless you give us permission to do so.
- 2.5. By subscribing to the JobCrystal service, you give us permission to share your profile, job confirmation and character references received, excluding any personally identifiable details or contact information, with prospective employers.
- 2.6. In the event that you are identified by an employer for a position, your name and contact details will not be shared with the prospective employer until you have indicated that you wish to be contacted for an interview.
- 2.7. Profile information, including but not limited to salary data, employment history, personality profile and education history, will be aggregated by our system and used to display relevant information and suggestions to prospective Employers. The information displayed in this way will not be personally identifiable or linked to individual users in any way.
- 2.8. Should a prospective employer request any credential verification checks, including but not limited to employment references, consumer credit, criminal record, ID validation checks, etc for purposes specifically of considering employment, then you authorize JobCrystal's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd (MIE) and their verification suppliers, to furnish information regarding your credentials, whether claimed or not, to MIE and to JobCrystal. You unconditionally indemnify MIE and it's verification information suppliers and JobCrystal against any liability that may result from furnishing information in this regard.

2.9. You understand that it is a condition of MIE's verification information suppliers that the information is furnished by them solely for the purposes of your proposed/continuation of employment via the offices of JobCrystal and that any information that is furnished to JobCrystal and MIE will be disclosed to you before a decision is made on your continued employment or application for employment.

2.10. Access to all of our Employees' information is strictly limited to our offices. Only employees who need access to the information in order to perform a specific job (for example technical support) are granted access to personally identifiable information.

Employers:

2.11. If you are an Employer, we will collect your name, designation, company name, company information, contact details, email address, website address, username, password, billing information, transaction and credit card information. We may also collect other user names and email addresses that you have provided that will be authorised to use the site.

2.12. We may collect further information from you for the period you remain registered with the service.

2.13. This information is used by us to support your interaction with our site and to match you to prospective Employees.

2.14. You agree to respect the privacy of each Employee and to retain their personal information as confidential, and expressly agree not to use or disseminate such information outside of the bounds of this agreement and/or any other agreement that may be reached with such Employee.

2.15. By submitting your information to us as an Employer, you agree that we may perform various credit and background checks on you, including but not limited to Credit bureaus and CIPC.

2.16. Your email address may be used to send you communications regarding prospective Employees, to notify you of any changes or updates to the JobCrystal service and to send you relevant news and data from time to time. We will not share your email address with any third parties. From time to time, we may also use your email address to contact you for market research or to provide you with marketing information we think would be of particular interest which you may choose to unsubscribe to.

2.17. Access to all of our Employers' information is strictly limited to our offices. Only employees who need access to the information in order to perform a specific job (for example technical support) are granted access to personally identifiable information.

3. Cookies

3.1. From time to time we may place cookies on your hard drive; a cookie is a small piece of information stored by your browser, typically used to identify returning visitors, and to collect aggregate information on the number of visitors to a site and the number of pages viewed.

3.2. When you register and log in we will place a unique identifier cookie on your hard drive; this cookie will be used to maintain logged-in status for the duration of your visit, and to log you in automatically on subsequent visits.

3.3. You can choose to prevent the site from storing cookies on your hard drive by disabling cookies in your browser options, but this will mean that you will have to log in manually each time you visit the site.

3.4. We may also use cookies to track the pages you visit so that we can deliver content based on your profile and past activity.

3.5. Cookie information is used only by JobCrystal and our agents, and is not provided to any other organisation.

4. Other data

4.1. From time to time we may collect information such as click data and page-view statistics, the name of the Internet service provider and the IP address through which you access our site, the date and time you access the site, the pages that you access while at the site, and the Internet address of the website from which you navigated to our site.

4.2. This information is not personally identifiable and is used in aggregate for website and system administration, traffic and trend analysis and business decision-making.

5. Links to third-party sites

5.1. Any links to other sites or resources are provided merely as a convenience, and the inclusion of any such link should not be taken as an endorsement of the site to which it points.

5.2. We are not responsible for the availability or correct functioning of the external sites or resources to which we link. We have no control over the content of such linked pages or sites, and will not be held liable for any damage, loss or inconvenience suffered as a result of using these sites.

5.4. We will not be party to any transaction or contract that you may enter into with a third party as a result of following such a link, and we will not involve ourselves in any dispute that may arise between you and such a third party.

6. Disclosure of Information

6.1. Should you choose to post any information of a personal or identifiable nature in areas such as the JobCrystal blog or in the "About me" section of your anonymous profile, please note that this information may be collected and used by others over whom JobCrystal has no control. We are not responsible for the personally identifiable information you choose to submit in these forums.

7. Amendment of this Privacy Policy

7.1. We reserve the right to change this Privacy Policy from time to time in order to address new issues and reflect changes on our site.

7.2. Changes to the Privacy Policy will be posted here so that you will always know what information we gather, how we might use that information, and whether we will disclose that information to anyone. It is the user's responsibility to regularly check the terms posted here to determine whether any such changes have been made.

7.3. If our information practices change in the future, we will use only data collected from the time of the policy change forward for these new purposes, or we will contact you before we use your data for these new purposes and offer you the ability to opt out of these new uses.

8. Access to information:

8.1. Upon request, we will provide you with a description of the information that we maintain about you. We will accommodate all reasonable requests. Please contact us by e-mail at info@jobcrystal.co.za.

8.2. We may release account information to third parties when we believe, in good faith, that such release is reasonably necessary to a) comply with law, b) enforce or apply the terms of any of our user agreements, or c) protect the rights, property or safety of JobCrystal, our users, or others.

9. Agreement

9.1. By using this website, you indicate your acceptance of our Privacy Policy. Your continued use of the website following the posting of changes to these terms will be taken to mean that you accept those changes.

9.2. If you feel that we are not living up to our stated privacy policy, you may contact us at info@jobcrystal.co.za.