

Effective Date: 01 August 2026

1. Introduction

Welcome to **JobLink Global** ("JobLink Global", "we", "our", or "us").

We value your privacy and are committed to protecting your personal information. This Privacy Policy explains how we collect, use, store, disclose, and safeguard your information when you visit www.joblinkglobal.co.za, register for our services, submit documents, make payments, or communicate with us.

By using our website, you agree to this Privacy Policy.

2. Who We Are

JobLink Global is a South African career services company that assists job seekers by:

- Scouting employment opportunities
- Matching applicants with available vacancies
- Assisting with job applications
- Providing CV writing services
- Preparing professional cover letters
- Offering interview preparation
- Providing premium fast-track job scouting
- Assisting employers with recruitment

We are not an employer and do not employ applicants directly.

3. Information We Collect

We may collect the following information.

Personal Information

- Full Name
- Identity Number
- Passport Number
- Date of Birth
- Gender
- Nationality

- Residential Address
 - Province
 - City
 - Postal Code
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Contact Information

- Email Address
 - Mobile Number
 - WhatsApp Number
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Employment Information

- Employment Status
 - Occupation
 - Work Experience
 - Skills
 - Qualifications
 - Desired Job
 - Preferred Location
 - Salary Expectations
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Documents

You may upload:

- CV
- ID Document
- Passport
- Certificates
- Qualifications
- Driver's Licence
- Professional Licences

- Cover Letter
 - References
 - Other supporting documents
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Payment Information

When making payments we may collect:

- Payment Reference
- Payment Status
- Payment Date
- Transaction ID

We do **not** store your banking card details.

Payments are processed securely through trusted third-party payment providers.

Website Information

We automatically collect:

- IP Address
 - Browser Type
 - Device Type
 - Pages Visited
 - Date and Time
 - Cookies
 - Website Usage Statistics
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4. Why We Collect Your Information

We collect your information to:

- Create your applicant profile
- Match you with available vacancies
- Apply for jobs on your behalf
- Contact employers

- Improve your CV
 - Prepare cover letters
 - Notify you of new opportunities
 - Process payments
 - Verify your identity
 - Prevent fraud
 - Improve our services
 - Comply with South African law
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5. Legal Basis for Processing Information

We process your information because:

- You have given consent.
 - It is necessary to provide our services.
 - It is necessary for legitimate business purposes.
 - We are required by law.
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6. Sharing Your Information

We may share your information with:

Employers

To allow employers to review your application.

Recruitment Partners

Recruitment agencies working with JobLink Global.

Service Providers

Including:

- Website hosting providers
- Payment providers
- Email providers
- SMS providers
- Cloud storage providers

Government Authorities

Where required by law.

We **never sell** your personal information.

7. International Transfers

Because JobLink Global works with teams in multiple countries, your information may be shared with authorised international recruitment partners solely for employment-related purposes.

Where personal information is transferred outside South Africa, we will take reasonable steps to ensure it is protected in accordance with applicable privacy laws.

8. Data Security

We use reasonable administrative, technical, and physical safeguards to protect your information, including:

- SSL encryption
- Password-protected systems
- Secure hosting
- Access controls
- Regular backups
- Malware protection

While we strive to protect your information, no internet transmission or electronic storage method can be guaranteed to be completely secure.

9. Data Retention

We keep your information only as long as necessary to:

- Provide our services
- Meet legal obligations
- Resolve disputes
- Maintain business records

When no longer required, your information will be securely deleted or anonymised.

10. Your Rights

Subject to applicable law, you may request to:

- Access your personal information.
- Correct inaccurate information.
- Update your details.
- Request deletion of your information where legally permitted.
- Withdraw consent (where processing is based on consent).
- Object to certain processing activities.

Requests may be sent to:

Email: info@joblinkglobal.co.za

11. Cookies

Our website uses cookies to:

- Improve website performance.
- Remember your preferences.
- Analyse website traffic.
- Enhance security.
- Improve user experience.

You may disable cookies in your browser settings, although some features of the website may not function correctly.

12. Third-Party Services

Our website may contain links to third-party services or integrate with third-party providers such as payment gateways and analytics services.

We are not responsible for the privacy practices of those third parties.

13. Children's Privacy

Our services are intended for individuals who are legally eligible to seek employment.

We do not knowingly collect personal information from children without appropriate legal authority.

14. POPIA Compliance

JobLink Global complies with the **Protection of Personal Information Act (POPIA)** of South Africa.

We process personal information lawfully, transparently, and only for legitimate business purposes.

15. Updates to this Privacy Policy

We may update this Privacy Policy from time to time.

Any updates will be published on this page with a revised effective date.

Continued use of our website after changes indicates your acceptance of the updated Privacy Policy.

16. Contact Us

If you have any questions about this Privacy Policy or how we process your personal information, please contact us:

JobLink Global

Website: www.joblinkglobal.co.za

Email: info@joblinkglobal.co.za

Acknowledgement

By using the JobLink Global website, creating an account, submitting documents, or using our services, you acknowledge that you have read, understood, and agree to this Privacy Policy.