Reference: 20200213-4436
File no.: 13/11/2
Enquiries: As per table 14.1

Examinations Administration Minute: 0001/2020

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Subject Advisers, Heads: Management and Governance, Circuit Managers, Deputy Chief Education Specialists, Heads: SLES Coordination and Advice, Assessment and Examination Coordinators and Heads of institutions which prepare candidates for the National Senior Certificate and Adult Education and Training Level 4 examinations

Subject: Appointment of invigilators for the June 2020 National Senior Certificate (NSC) supplementary/Senior Certificate SC(a), Adult Education and Training (AET) Level 4 examinations and November 2020 National Senior Certificate (NSC) examinations

1. In terms of the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination,* published in *Government Gazette* No. 37651 of 16 May 2014, as amended on 30 April 2019, **the provincial departments of education must appoint the principal of a school as the chief invigilator for the NSC examinations**.

2. Principals and centre managers of adult learning centres may delegate this responsibility, in writing, to a School Management Team (SMT) member employed by the Western Cape Education Department (WCED). However, the principal/centre manager will ultimately accept full responsibility and accountability for the conduct of all examinations at their school/centre.

3. The senior invigilator will serve as the chief invigilator for the NSC supplementary and SC(a) examinations which will be written in May/June 2020.

4. In the November 2020 NSC examinations, the senior invigilator, who must be a community member, is expected to support the chief invigilator in the administration and conduct of the examinations. Under no circumstances must the senior invigilator take full responsibility for all the administrative tasks associated with the November 2020 NSC examination.

5. Principals/centre managers of adult learning centres are requested to follow a credible recruitment and selection process to identify suitable persons from the community as senior invigilators and invigilators for the abovementioned examinations.

6. The principal/centre manager or his/her delegate must ensure that all the documents attached to this minute are completed:
Addendum A – Nomination: Chief Invigilator
Addendum B – Nomination: Senior Invigilator
Addendum C – Appointment of Invigilators
Addendum D – BAS Entity Maintenance (**with tax number and stamped at bank**)
Addendum E – Contract of Temporary Employment for Community Members
Addendum F – MIE Personal Credential Disclosure Form
Addendum G – Declaration of Confidentiality
Addendum H – Certified copy of ID

PLEASE NOTE that only original signed documents should be submitted. Emailed or faxed copies will not be accepted.

7. **Invigilator suitability checks**

7.1 The principal/centre manager or his/her delegate must ensure that all invigilators have been screened and appointed in line with Regulation 57(1)(c) of the *Public Service Regulations, 2016*, published in *Government Gazette* No. 40167 of 29 July 2016.

7.2 Addendum F (MIE Personal Credential Disclosure Form) must be completed by all appointed invigilators to ensure the following:
a) Criminal record checks
b) Citizenship verification
c) Qualification verification
d) Previous employment verification

8. **Criteria for the appointment of invigilators**

8.1 Under normal circumstances, the following criteria will be considered when making chief invigilator, senior invigilator or invigilator appointments:
a) Between 25 and 65 years of age
b) Minimum qualification is Grade 12
c) Not a relative of a candidate writing the examinations
d) Not the spouse or next-of-kin of the chief invigilator
e) Preference must be given to South African citizens
f) A deviation from these criteria must be approved by the Directorate: Examinations Administration before an appointment letter is issued.

8.2 In addition to the chief invigilator, **one invigilator must be appointed for every 30 candidates**. **All rooms must be used to full capacity before an additional room is used**.

8.3 At sessions where there are only a few candidates (a minimum of two), the services of one invigilator will be adequate. In such instances, the senior or chief invigilator will not perform invigilation duties, other than to relieve an invigilator who has to accompany a candidate to the bathroom.

8.4 If all the candidates are male, it is recommended that the chief invigilator, senior invigilator and invigilators are also male. If all the candidates are female, it is recommended that the chief invigilator, senior invigilator and invigilators are also female. If there are male and female candidates and the chief invigilator is male, at least one of the invigilators must be female or, if the chief invigilator is female, at least one of the invigilators must be male.

8.5 When the services of additional invigilators are required for the management of two or more examination venues at the same time, the chief invigilator will not perform normal invigilation duties, but will be required to perform the duties of a chief invigilator at all the venues.

9. Appointment of invigilators

9.1 The June 2020 NSC supplementary, SC(a) and AET Level 4 examinations

9.1.1 The principal/centre manager or his/her delegate will be appointed as the chief examination officer and will be accountable for the management and administration of the May–June 2020 NSC/SC(a) examinations. The chief examination officer will be assisted in the conduct of the May–June 2020 NSC/SC(a) examinations by the senior invigilator (community member), who will be appointed as the chief invigilator.

9.1.2 The principal/centre manager must, **in writing**, appoint community members who will be serving as the chief invigilator and invigilators for the May–June 2020 NSC/SC(a) and AET Level 4 examinations.

9.1.3 The chief invigilator (principal/centre manager/SMT member) and senior invigilator must be informed that they will be required to attend invigilator training sessions offered by the WCED.

9.1.4 The list of all community members appointed as invigilators for these examinations must be submitted to the district office by **Friday, 13 March 2020.**

9.1.5 The district office must collate the nomination forms received from all examination centres and submit the nomination forms to Head Office in one collated batch by **Monday, 16 March 2020.**

9.2 **The November 2020 NSC and AET Level 4 examinations**

9.2.1 For the NSC examination sessions, the principal/centre manager must ensure that **50% of the invigilators are teachers and 50% are community members.**

9.2.2 Teachers serving as invigilators **need not** be scheduled to invigilate for the full duration of each examination session.

9.2.3 A teacher who has a child writing the NSC examinations at the school where he/she is employed **must not** be appointed as an invigilator.

9.2.4 It is imperative that a teacher does not invigilate the subject that he/she teaches at the school.

9.2.5 The principal/centre manager must appoint all teachers who will be serving as invigilators for the NSC examinations in writing. The list of all teachers and community members appointed as invigilators must be submitted to the district office by **Monday, 01 June 2020.**

9.2.6 The district office must collate the nomination forms received from all examination centres and submit the nomination forms to Head Office in one collated batch by **Friday, 05 June 2020.**

10. **Duties of chief invigilators, senior invigilators and invigilators**

10.1 The duties of chief invigilators, senior invigilators and invigilators appear in the **Examination Procedure Manual**, **attached as Annexure A**.

10.2 Invigilators must not assist candidates in any irregular activities during the conduct of an examination. The WCED will not hesitate to lay criminal charges against any invigilator who is found guilty of any involvement in an irregularity.

10.3 Chief invigilators, senior invigilators and invigilators must have **their identity documents, most recent academic records and appointment contracts** with them for the duration of the examinations.

10.4 Principals/centre managers must draw up an invigilation timetable and submit it to the relevant circuit manager once invigilator appointments have been approved.

10.5 The invigilation timetable must include invigilators and relief invigilators for every examination session.

11. Training of invigilators for the NSC, SC and AET Level 4 examinations

11.1 Training for principals/centre managers, chief invigilators, senior invigilators and community members will be conducted in **August and September 2020** and is compulsory.

11.2 Senior invigilators who live **within a radius of 75 km** from the school or centre where the training takes place **will be paid for one additional session** to compensate for travel expenses.

11.3 Senior invigilators who live **more than 75 km** from the training venue **will be paid for two additional sessions** to compensate for travel expenses.

11.4 Principals/centre managers must ensure that all teachers and community members appointed as invigilators are fully trained in the execution of their invigilation duties.

11.5 Training must be cascaded from principals/centre managers and chief invigilators to all invigilators who have not attended a Head Office training session.

11.6 Training registers must be completed at school level as evidence and must indicate the time and venue of the training and the names of the invigilators who attended the session.

12. Nomination and approval of chief invigilators, senior invigilators and invigilators for all examinations

12.1 **Addendum A** and **Addendum B** must be completed by the principal/centre manager. The circuit manager must verify and recommend the nominees and forward the documents to Head Office for final approval.

12.2 Senior invigilator nominations must be accompanied by certified copies of each nominee's identity document, a one-page curriculum vitae and his/her academic qualification(s) (which must include at least a Grade 12 certificate).

12.3 The **principal/centre manager** must conduct **a personal interview** with the person(s) nominated as the delegated chief invigilator and senior invigilator.

12.4 The circuit manager must confirm that each nominee has good reading, writing, hearing and visual abilities and is in good health.

12.5 Applicants or nominees who have applied for full-time employment elsewhere should preferably not be considered for appointment.

12.6 The principal/centre manager must declare that the nominee(s) is/are suited to the duties of an invigilator. Thereafter, the circuit manager must indicate whether the nominee(s) can be recommended for appointment. **Addendum C** must then be completed and signed by the invigilator(s).

12.7 Only a person whose appointment has been approved by Head Office may perform duties as an invigilator. Invigilators may under no circumstances appoint substitutes for any part of their work.

12.8 Should circumstances prevent a chief invigilator, senior invigilator or invigilator from invigilating an examination, the principal/centre manager, in consultation with the circuit manager, must arrange for the appointment of a substitute and the Directorate: Examinations Administration must immediately be informed of the change. Substitutes must also submit their banking details and tax reference numbers on the attached **Addendum D** form (**please note that only original documents will be accepted**).

13. **Service contract**

All chief invigilators, senior invigilators and invigilators must be prepared to enter into a service contract with the WCED concerning their duties and responsibilities with regard to the examinations. The contract will be valid for the **June 2020 and November 2020 examinations.**

14. **Submission of nomination forms**

14.1 After verifying **Addenda A, B, C, D, E, F, G, H** and **I,** the circuit manager must submit them in one batch to the **relevant official indicated below:**

NB: ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED

District	Responsible official	Tel. no.
Metro North	Johnnie Isaacs (Head Office)	021 467 2974
Metro Central	Gail Laguma (Head Office)	021 467 2909
Metro South	Linsay van Gensen (Head Office)	021 467 2917
Metro East	Gideon Dilgee (Head Office)	021 467 2941

West Coast	Patricia Liguma (Head Office)	021 467 2936
Cape Winelands	Lindsay Weber (Head Office)	021 467 2732
Overberg	Patricia Liguma (Head Office)	021 467 2936
Eden and Central Karoo	George Valentine (Head Office)	021 467 2978

14.2 **Summary of submission dates for invigilator nomination forms:**

June 2020 NSC supplementary/SC(a) and AET Level 4 examinations: **13 March 2020**

November 2020 NSC and AET Level 4 examinations: **01 June 2020**

15. **Remuneration of invigilators**

15.1 The WCED will appoint and remunerate invigilators from the community in accordance with the *Personnel Administration Measures (PAM)*, published in *Government Gazette* No. 39684 of 12 February 2016.

15.2 **<u>Independent schools</u>, colleges and prisons are responsible for the remuneration of their own invigilators**. However, principals of independent schools, heads of colleges and prisons must note that it is **compulsory** to **complete Addenda A, B, C and E and return them to the WCED**, even though the invigilators of these institutions are not paid by the WCED.

15.3 **Administrative staff and teachers** who receive a ***salary from the WCED*** and who also **serve as invigilators will not be remunerated** by the WCED for invigilation duties performed.

15.4 The current rate (subject to change) for invigilation is **R257,10 per session for a senior invigilator** and **R171,40 per session for an invigilator.**

15.5 **Under no circumstances will invigilators be reimbursed for travel expenses for performing invigilation duties**. Principals/centre managers must therefore appoint invigilators from the immediate community served by the school or centre.

15.6 The regulations (IRP10) pertaining to the payment of employee tax determine that all salaries of persons in part-time employment are subject to a tax deduction of 25%. The WCED will, therefore, make a **25% tax deduction from the amounts paid to invigilators for services performed**. Therefore, **the submission of a tax directive for employees (IRP3) no longer applies.**

15.7 Invigilators who qualify to be exempt or partially exempt from the payment of employee tax must, after receipt of an IRP5 certificate, submit the certificate to their local South African Revenue Service office together with the prescribed IT12 S form. IRP5 certificates are normally posted to invigilators' postal addresses in June or July of the year following their period of invigilation.

15.8 In order to expedite the payment of invigilator claims, each senior invigilator or invigilator must write his/her **identity number** on the acceptance form and attach a certified copy of his/her identity document. **Addendum D**, which also reflects the **tax reference number**, must be completed by **all senior invigilators and invigilators from the community**. This form must be completed and certified as correct and the bank account must be declared as active by the bank concerned.

16. Please ensure that a copy of this minute is handed to all principals/centre managers, senior invigilators and additional invigilators.

SIGNED: PAD BEETS
DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT
DATE: 2020-02-26

Western Cape Government
Education

Directorate: Examinations Administration

ADDENDUM A

NOMINATION AND APPOINTMENT: CHIEF INVIGILATOR

TO BE COMPLETED BY THE PRINCIPAL AND SENT TO THE CIRCUIT MANAGER FOR EACH OF THE PARTICULAR EXAMINATIONS

*** Attach a certified copy of ID document, highest qualification and one page CV with this nomination form**

Examination: (Tick appropriate option)

☐ **National Senior Certificate June 2020 examination**

☐ **National Senior Certificate November 2020 examination**

PART A: NOMINATION OF THE CHIEF INVIGILATOR (TO BE COMPLETED BY THE SCHOOL PRINCIPAL)

1. Name of school/centre: _____
2. Centre number: | | | | | | | |
3. Contact details of chief invigilator:

   Name and Surname: _____

   Persal number: | | | | | | | | |

   Cell number: | | | | | | | | | | |

   Address: _____

   _____

   _____

4. Number of candidates entered for the examination. Give number of full-time candidates, as well as part-time (repeater) candidates, if any:

FULL-TIME		PART-TIME /REPEATER		TOTAL	

5. Number of invigilators required: _____

PART B: RECOMMENDATION AND APPROVAL (TO BE COMPLETED BY THE CIRCUIT MANAGER)

_____
SIGNATURE OF CIRCUIT MANAGER
DATE:

_____
SIGNATURE OF CHIEF INVIGILATOR
DATE:

PART C: FINAL APPROVAL BY HEAD OFFICE

Appointment approved ☐ Yes ☐ No

All documents submitted ☐ Yes ☐ No

_____
SIGNATURE OF HEAD OFFICE OFFICIAL

_____
DATE

Western Cape Government
Education

Directorate: Examinations Administration

ADDENDUM B

NOMINATION AND APPOINTMENT: SENIOR INVIGILATOR

TO BE COMPLETED BY THE PRINCIPAL AND SENT TO THE CIRCUIT MANAGER FOR EACH OF THE PARTICULAR EXAMINATIONS

*** Attach a certified copy of ID document, highest qualification and one page CV with this nomination form**

Examination: (Tick appropriate option)

☐ **National Senior Certificate June 2020 examination**
☐ **National Senior Certificate November 2020 examination**

PART A: NOMINATION OF THE SENIOR INVIGILATOR (TO BE COMPLETED BY THE SCHOOL PRINCIPAL)

1. Name of school/centre: _____

2. Centre number: | | | | | | | |

3. Contact details of senior invigilator:

   Name and Surname: _____

   Cell number: | | | | | | | | | | |

   Address: _____

   _____

   _____

PART B: INTERVIEW AND APPROVAL (TO BE COMPLETED BY THE SCHOOL PRINCIPAL)

Interview conducted on _____ (day) of _____ (month) 2018/2019 at _____.

Senior invigilator nomination is supported by principal: ☐ Yes ☐ No

_____
SIGNATURE OF PRINCIPAL
DATE:

_____
SIGNATURE OF SENIOR INVIGILATOR
DATE:

PART C: FINAL APPROVAL BY HEAD OFFICE

Appointment approved ☐ Yes ☐ No
All documents submitted ☐ Yes ☐ No

_____
SIGNATURE OF HEAD OFFICE OFFICIAL

_____
DATE

ADDENDUM C

APPOINTMENT OF INVIGILATORS

TO BE COMPLETED BY THE PRINCIPAL/CHIEF INVIGILATOR AND SENT TO THE CIRCUIT MANAGER FOR EACH OF THE PARTICULAR EXAMINATIONS

*** Attach a certified copy of the ID document and highest qualification for each invigilator (for community members only)**

Examination: (Tick appropriate option)

- ☐ **National Senior Certificate June 2020 examination**
- ☐ **National Senior Certificate November 2020 examination**

Name of school/centre: _____

Centre number: | | | | | | | |

A: APPOINTMENT OF COMMUNITY MEMBERS AS INVIGILATORS

Please complete the table below of all the **community members** appointed as invigilators.

FULL FIRST NAMES AND SURNAME	ADDRESS (include street numbers please)	IDENTITY NUMBER (attach a certified copy please)	CELL NO	HIGHEST QUALIFICATION (attach a certified copy please)	SIGNATURE OF INVIGILATOR

B: APPOINTMENT OF EDUCATORS AS INVIGILATORS

Please complete the table below of all the **educators** appointed as invigilators.

FULL FIRST NAMES AND SURNAME	IDENTITY NUMBER	PERSAL NUMBER	SIGNATURE OF INVIGILATOR

C: I declare that the above-mentioned invigilator(s) is/are suitable and I have satisfied myself that he/she/they will perform the invigilation duties diligently.

_____ _____

SIGNATURE OF CHIEF INVIGILATOR DATE

D: Appointment(s) approved/not approved.

_____ _____

SIGNATURE OF CIRCUIT MANAGER DATE

Western Cape Government

Education

ADDENDUM D

BAS ENTITY MAINTENANCE

BANK DETAILS OF ACCOUNT HOLDER

TAX REFERENCE NUMBER (compulsory): .....

Name: .....

Address: .....

.....

.....

Postal Code: .....

Contact Person: ..... Tel. No.: .....

Email Address: .....

Educator/Official Persal No.: ☐☐☐☐☐☐☐☐

I/We hereby request and authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system known as the "ACB ELECTRONIC BANK TRANSFER SERVICE", and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher (this does not apply where it is not customary for banks to furnish bank statements).

I/We understand that a payment advice will be supplied by the WCED in the normal way, and that it will indicate the date on which funds will be available in my/our account. This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post.

.....	.....	.....
Initials and Surname	Authorised Signature	Date

Name of Bank ☐

Name of Branch ☐

Branch Code ☐☐☐☐☐☐

Account Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Type of Account

- Current Account ☐
- Savings Account ☐
- Transmission Account ☐

DATE STAMP OF BANK
BANK ACCOUNT PARTICULARS
CERTIFIED AS CORRECT

ADDRESS TO SEND PAYMENT STUB:

ADDENDUM E

CONTRACT OF TEMPORARY EMPLOYMENT FOR COMMUNITY MEMBERS

SENIOR INVIGILATOR/INVIGILATOR OF EXAMINATIONS

1. CONTRACTING PARTIES

This contract is entered into between the Western Cape Education Department (hereinafter known as the EMPLOYER), represented by Brian Schreuder in his capacity as Head: Education or her delegate (represented by the education district's Institutional Management and Governance Manager of the EMPLOYER), and

_____ (hereinafter known as the EMPLOYEE) to be appointed as senior invigilator/invigilator of examinations at

NAME OF SCHOOL/CENTRE: _____

CENTRE NO: | | | | | | | |

2. TERMS AND CONDITIONS

It is agreed that the senior invigilator/invigilator is appointed in terms of the Regulations pertaining to the National Senior Certificate examination published in Government Gazette No. 37651 of 16 May 2014, and the terms and conditions set out in the **EXAMINATION PROCEDURE MANUAL**.

3. DURATION

Irrespective of the date or dates of the signing of this agreement by the parties, it is agreed that the agreement shall be deemed to be in force and effective from June to November 2020.

4. DOMICILIA AND NOTICES

The parties hereby select their street and postal addresses for the purposes of this agreement, including the serving of all notices and processes in connection herewith, as undermentioned.

THE EMPLOYER: HEAD: EDUCATION, WESTERN CAPE EDUCATION DEPARTMENT, PRIVATE BAG X9114, CAPE TOWN, 8000

The EMPLOYEE: _____

Street address:_____

_____

Postal address: _____

_____

_____

Done and executed by the parties at the places and on the dates respectively set opposite their names.

Signed on behalf of the EMPLOYER at _____

on this _____ day of _____ 2020

_____ _____

on behalf of the EMPLOYER (signature) As witness (signature)

Signed on behalf of the EMPLOYEE at _____

on this _____ day of _____ 2020

_____ _____

EMPLOYEE (signature) As witness (signature)

Personal Credential Disclosure Form

MIE Smart Vetting Solutions

COMPANY DETAILS "Company"

To be completed by Company Agent

Company Name: _____ Email: _____

Agent Name: _____ Mobile No: _____

CANDIDATE PERSONAL INFORMATION

To be completed by the Candidate

Surname: _____

Full Names: _____

Maiden Name: _____ Date of Birth: _____

ID Number / Identifier: | | | | | | | | | | | | | |

Description of Identifier: _____

Eg. South African ID Number, Zimbabwean Passport Number, etc.

DEFINITIONS IN TERMS OF BELOW CONSENT

- ✓ "Candidate" means the person completing this document to be considered by the Company for purposes of employment/ continuation of employment;
- ✓ "Company" refers to MIE Client;
- ✓ "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- ✓ "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- ✓ "FSCA" refers to the Financial Sector Conduct Authority;
- ✓ "NCA" shall mean the National Credit Act, No 34 of 2005, as amended from time to time, including any regulations made under the Act;
- ✓ "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- ✓ "POPI" shall mean the Protection of Personal Information Act, No 4 of 2013, as amended from time to time, including any regulations made under the Act;
- ✓ "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- ✓ "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- ✓ "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

CONSENT FOR THE USE OF PERSONAL INFORMATION

- ✓ I hereby authorize the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), to access my Personal Information and conduct background screening checks including, but not limited to, credit, qualifications, employment references, criminal record, fraud prevention, ID verification, drivers' licence and all social media accounts linked/associated/known to me of which I am a user/member of.
- ✓ I consent to requests for consumer credit information to be released for the below prescribed purposes only:
  - ✓ For employment in a position of trust and honesty and entails the handling of cash or finances;
  - ✓ Fraud prevention or detection.
- ✓ I understand that verification requests form part of the background screening process and:
  - ✓ That requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA;
  - ✓ Data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
- ✓ I acknowledge that any Personal Information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company.
- ✓ I understand that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
- ✓ I warrant that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
- ✓ By submitting any Personal Information to the Company in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by the Company and/or verification information suppliers:
  - ✓ Personal Information may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
  - ✓ Personal Information may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and MIE's other clients for purposes of continued or future employment or for other legitimate purposes as per the NCA;
  - ✓ Personal Information may be stored for a reasonable period by the Company, MIE and/or the Verification Information Suppliers, and
  - ✓ Personal Information may be transferred cross-border to countries, which do not necessarily have data-protection laws similar to South Africa, for verification or storage purposes. In any cross-border transfer of personal information the recipient will be notified of the need to protect the confidentiality of the personal information.
- ✓ I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
- ✓ A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
- ✓ I unconditionally agree to indemnify the Responsible Parties, and Verification Information Suppliers, acting in good faith in taking reasonable steps to process my personal information lawfully, against any liability that may result from the processing of my personal information. This includes unintentional disclosures of such personal information to, or access by unauthorized persons, and/or any reliance which may inadvertently be placed on inaccurate, misleading, or outdated personal information, provided to the Company by myself or by a third party in respect of me.
- ✓ In authorizing the search/s referred to above, I confirm that I have / have not been forced/ coerced into signing and supplying the above information.

CANDIDATE SIGNATURE	MOBILE NUMBER	DATE

COMPANY AGENT SIGNATURE	DATE

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating or failing to communicate information to the Company.

COPYRIGHT

DECLARATION OF CONFIDENTIALITY

1. I, ……., hereby declare on the ……..day

of …… at ……. that I am familiar with the prescriptions contained in Section 20(m) of the Public Service Act, 1994 (Proclamation 103 of 1994) and Section 4 of the Act on the Security of Information, 1982 (Act 84 of 1982), which read as follows, respectively:

(a) <u>Section 20(m) of the Public Service Act, 1994</u>

20. An officer, other than a member of the services or an educator or a member of the National Intelligence Services, shall be guilty of misconduct and may be dealt with in accordance with section 21, if he or she -

(m) without first having obtained the permission of his or her head of department, discloses, otherwise than in carrying out his or her official· duties, information gained by or conveyed to him or her through his or her employment in the public service, or uses that information for any purpose other than for carrying out his or her official duties, whether or not he or she discloses that information;

(b) <u>Section 4 of the Protection of Information Act, No 84 of 1982</u>

"4. Prohibition of disclosure of certain information. - (1) any person who has in his possession or under his control or at his disposal -

(a) any secret official code or password; or
(b) any document, model, article or information -

(i) which he knows or reasonably should know is kept, used, made or obtained in a prohibited place or relates to a prohibited place, anything in a prohibited place armaments, the defense of the Republic a military matter, a security matter or the prevention or combating of terrorism;

(ii) which has been made, obtained or received in contravention of this Act;

(iii) which has been entrusted in confidence to him by any person holding office under the Government;

(iv) which he has obtained or to which he has had access by virtue of his position as a person who holds or has held office under the Government, or as person who holds or has held a contract made on behalf of the Government, or a contract the performance of which takes place entirely or partly in a prohibited place or as a person who is or has been employed under a person who holds or has held such office or contract, and the secrecy of which document, model, article or information he knows or

reasonably should know to be required by the security or the other interests of the Republic; or

(iv) of which he obtained possession in any manner and which document, model, article or information he knows or reasonably should know has been obtained by any other person in any of the ways referred to in paragraph (iii) or (iv) and the unauthorized disclosure of such document, model, article or information by such other person he knows or and who reasonably should know will be an offence under this Act,

and who -

(aa) discloses such code, password, document, model, article or information to any person other than a person to whom he is authorized to disclose it or to whom it may lawfully be disclosed or to whom, in the interests of the Republic, it is his duty to disclose it;

(bb) publishes or uses such code, password, document, model, article or information in any manner or for any purpose which is prejudicial to the security or interests of the Republic;

(cc) retains such code, password, document, model, article or information when he has no right to retain it or when it is contrary to his duty to retain it, or neglects or fails to comply with any directions issued by lawful authority with regard to the return or disposal thereof; or

(dd) neglects or fails to take proper care of such code, password, document, model, article or information, or so to conduct himself as not to endanger the safety thereof.

(1) shall be guilty of an offence and liable on conviction to a fine not exceeding R10 000 or to imprisonment for a period not exceeding 10 years or to both such fine and such imprisonment or, if it is proved that the publication or disclosure of such secret official code or password or of such document, model, article or information took place for the purpose of its being disclosed to a foreign State or to a hostile organization, to the penalty prescribed in section 2.

(2) Any person who receives any secret official code or password or any document, model, article or information, knowing or having reasonable grounds to believe, at the time when he receives it, that such code, password, document, model, article or information is being disclosed to him in contravention of the provisions of this Act, shall unless he proves that the disclosure thereof to him was against his wish, be guilty of an offence and liable on conviction to a fine not exceeding R10 000 or to imprisonment for a period not exceeding 10 years or to both such fine and such imprisonment. "

2. I have noted and understand that I will be guilty of misconduct and even of penal transgression if I disclose, without the permission of my departmental head, any information which was entrusted to me or came to my notice in my official capacity, to any person or body, unless the execution of my official duty requires me to do so .

…… ……..
SIGNATURE DATE

……..
(NAME IN PRINT)