Privacy Policy

WMHRI, Workforce Management & HR Intelligence System. Version 1.0, November 2026.

1. Who is responsible

The company that employs you (the Company) decides why and how your personal information is used in WMHRI. It is the "responsible party" under the Protection of Personal Information Act (POPIA). KB Human Capital Solutions (Pty) Ltd ("KBHCS", registration 2026/238783/07, Mossel Bay) runs the system for the Company and is the "operator". We handle your information only on the Company's instructions and keep it confidential.

2. What information is kept

- **Your login:** your email address and your password (the password is stored securely and cannot be read by us).
- **Your employee record:** the details the Company holds for HR, such as your name, contact details, position, department, start date, and the bank and tax details needed for payroll.
- **Your work record:** leave, time and attendance, documents and payslips, targets, development plans, warnings and exit details.
- **Pulse survey:** if you answer, your answer is stored without your name. See section 5.
- **Use of the system:** a log of important actions, so that changes can be traced.

WMHRI does not collect fingerprints or any other biometric information. Clock times from the Company's own time system are loaded by the Company from a spreadsheet.

3. Why it is used

To manage your employment: recruitment, on-boarding, leave, time and attendance, payroll information, performance, development, discipline and exit, and to give the Company the reports it needs. Your information is not sold and is not used for advertising.

4. Who can see it

- Employees see their own information.
- Supervisors and managers see their own team or department, as the Company allows.
- The Company's administrators see what they need to run HR and payroll.
- KBHCS staff can see the Company's information only to support the system, and where HR support is part of the Company's package, only when asked to help.

5. The Pulse survey is anonymous

When you answer the Pulse survey, your answer is saved without your name or employee number. The Company sees totals, team averages (shown only when at least five people have answered) and comments. Please do not put your name or other details that identify you in a comment if you want to stay anonymous.

6. Where it is stored

The WMHRI application runs on a server in Johannesburg, South Africa. The database is held in Frankfurt, Germany, in the European Union. Information sent to the European Union is protected by data protection laws that give a similar level of protection to POPIA, as POPIA section 72 requires. Our service providers for this are Oracle (server) and Supabase (database). The Company is told in advance if we change them.

7. Keeping it safe

- Every person signs in with their own login, and sees only what their role allows.
- Information is sent over an encrypted connection.
- Access to the system is limited and activity is logged.
- If we find that information has been accessed without permission, we tell the Company without delay, and no later than 48 hours after we become aware of it.

8. How long it is kept

For as long as the Company uses WMHRI and needs the records. When the Company's agreement ends, the Company can have its information exported, and we delete it afterwards, as the agreement sets out.

9. Cookies

WMHRI uses only the cookies it needs to keep you signed in and to keep the system secure. It does not use advertising or tracking cookies.

10. Your rights

You may ask to see the information held about you, to have it corrected, or to have it deleted where the law allows. Please ask your HR department or company administrator first, because the Company is the responsible party. If you contact us instead, we will pass your request on to the Company within five business days.

If you are not satisfied, you may complain to the Information Regulator of South Africa: inforegulator.org.za.

11. Changes

We may update this policy. The current version is always available from the link on the WMHRI sign-in page, with its date at the top.

12. Contact

KB Human Capital Solutions (Pty) Ltd, Mossel Bay, South Africa. Email kbothman@kbhcsolutions.co.za. Website www.kbhcsolutions.co.za.