	Document Title	PRIVACY NOTICE FOR JOB APPLICANTS / SEEKERS	
Date of Issue:	24/07/2023	Document Number:	Annex G
		Revision Number:	1

PRIVACY NOTICE FOR JOB APPLICANTS / SEEKERS

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This Data Protection Policy ("Policy") sets out the basis upon which **Jobster** ("we", "us" or "our") may collect, use, disclose or otherwise process personal data of Job Applicant in accordance with the Personal Data Protection Act ("PDPA"). This Policy applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

This Policy is an addendum of our Job application form and should be retained as part of the whole document for the job application process.

APPLICATION OF THIS POLICY

1. This Policy applies to all individual who have applied for any job position with us ("Job Applicants / Seekers").

PERSONAL DATA

2. As used in this Policy, "personal data" means data, whether true or not, about a Job Applicant who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access.
3. As a Job Applicant, personal data which we may collect in the context of your employment with us If you are a Job Applicant, personal data which we may collect includes, without limitation, your:
 - (a) Full name
 - (b) Date of birth,
 - (c) Mobile number,
 - (d) Email address,
 - (e) employment and training history and
 - (f) any additional information provided to us by you

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA


4. We generally collect personal data that (a) you knowingly and voluntarily provide in the course of or in connection with your employment with us, or via a third party who has been duly authorised by you to disclose your personal data to us (your "authorised representative", which may include your job placement agent), after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).
5. As a Job Applicant, your personal data will be collected, used and may disclosed by us for the following purposes:
 - (a) assessing and evaluating your suitability for employment in any current or prospective position within the organisation;
 - (b) verifying your identity and the accuracy of your personal details and other information provided;
 - (c) complying with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority;
 - (d) transmitting to any unaffiliated third parties including our third-party service providers and agents, and relevant governmental and/or regulatory authorities, whether in Singapore or abroad, for the a fore mentioned purposes; and
 - (e) any other incidental business purposes related to or in connection with the above.
6. As a Job Applicant if you provide any other individual personal data other than your own personal data to us, you should obtain the consent for collection, use and disclosure from the individual before disclosing the personal data to us.

WITHDRAWING CONSENT

7. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing via email. You may withdraw consent and request us to stop collecting and/or using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing via email to our Data Protection Officer at the contact details provided.
8. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process and to take effect your request within **10 business working days** after receiving the request. However, if we are unable to complete your request within the timeline, we will inform you within the **10 business days**.

Effective date: 24 Jul 23

Last updated: 13 Mar 24

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9. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and extent of your request, we may not be in a position to process your request. We shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing via email.
10. Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

ACCESS TO AND CORRECTION OF PERSONAL DATA

11. If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold, you may submit your request in writing or via email to our Data Protection Officer at the contact details provided below.
12. Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.
13. We will respond to your access request as soon as reasonably possible. Should we not be able to respond to your access request within thirty (30) days after receiving your access request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).
14. Please note that depending on the request that is being made, we will only need to provide you with access to the personal data contained in the documents requested, and not to the entire documents themselves. In those cases, it may be appropriate for us to simply provide you with confirmation of the personal data that our organisation has on record, if the record of your personal data forms a negligible part of the document.

PROTECTION OF PERSONAL DATA

15. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as up-to-date antivirus protection, encryption and the use of privacy filters to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorised third party service providers and agents only on a need-to-know basis.
16. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.
17. We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

RETENTION OF PERSONAL DATA

18. We may retain your personal data for as long as it is necessary to fulfil the purposes for which they were collected, or as required or permitted by applicable laws.
19. We will cease to retain your personal data or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purposes for which the personal data were collected and are no longer necessary for legal or business purposes.

TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE


20. We generally do not transfer your personal data to countries outside of Singapore for activities related to local laws and jurisdiction etc. However, we may be processing your personal data through our approved third parties involved which could be located outside of Singapore. In such situations, we will take steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.

DATA PROTECTION OFFICER

21. You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection policies and procedures; or if you wish to make any request, in the following manner:
Data Protection Officer
Email: gloria@jobster.com.sg

EFFECT OF POLICY AND CHANGES TO POLICY

22. This Policy applies in conjunction with any other policies, notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.

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23. We may revise this Policy from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued employment and participation in our recruitment process constitute your acknowledgement and acceptance of such changes.

CONSEQUENCES OF NOT PROVIDING PERSONAL DATA

24. Should you choose not to provide your personal data, Jobster will not proceed with your application for recruitment and employment purposes.

CONSENT CLAUSE FOR JOB APPLICANTS / SEEKERS

By giving your consent, you agree to your data being used in conjunction with the recruitment and employment purposes. In order to maximize your opportunities to work with us, you are encouraged to keep the information provided to us up to date at all times. You are responsible for ensuring that the personal data is correct, complete and true. You also have the option to withdraw your consent anytime. If you have any queries pertaining to the management, retention and disposal of your personal data, please email to: gloria@jobster.com.sg

I hereby certify that the above information given in the application form by me is true and accurate, and I am subject to instant dismissal if any information is found to be false and/or inaccurate. I am also hereby agreeing to the personal data protection policy.