PRIVACY POLICY

This Data Protection Policy (“Policy”) sets out the basis upon which [HRLinked Asia Group of Companies] (“we”, “us” or “our”) may collect, use, disclose or otherwise process personal data of job applicants 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.

HRLinked Asia Pte. Ltd and our related companies in other countries forming the HRLinked Asia Group ("HRLinked Asia") are committed to protecting the confidentiality of information and privacy of our candidates, clients and other users of our websites and services.

Where you provide HRLinked Asia with your personal data, in person, by email, through our websites or offices, we will use our best efforts to ensure that the information you submit to us remains private and is only used in accordance with this policy. By providing us with your personal data, you also consent for us to collect, hold, use and disclose your personal data in accordance with this policy.

HRLinked Asia must comply with the applicable privacy laws and similar laws in the countries in which we operate.

This policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment. Any information we hold will be governed by the most current version of the HRLinked Asia Privacy Policy.

If you do not agree to our processing of your data in any manner then please do not submit any personal data to us via any means.

**Collection of Personal Data**

In order to carry out our business as recruitment and management consultants HRLinked Asia may collect your personal information from you, including but not limited to your (a) name or alias, gender, date of birth, nationality, and country and city of birth; (b) mailing address, telephone numbers, email address and other contact details; (c) resume, educational qualifications, professional qualifications and certifications and employment references; (d) employment and training history; (e) work-related health issues and disabilities; and (f) photographs and other information in CV. If you are to be considered for a particular position, we may also collect references from your nominated referees. All the personal data we collect is held, used and disclosed for the purposes set out below

Where personal data is submitted by you on behalf of another individual or concerns another individual other than yourself, you represent and warrant to us that all the necessary consents (procured in accordance with all applicable data protection legislation, including without limitation the PDPA, for such purposes stated in the relevant sections of this Data Protection Policy) have been obtained from the relevant individuals and that you have retained proof of these consents, such proof to be provided to us upon our request.

**Disclosure of Personal Data**

Personal Data will be protected and kept confidential but, subject to the provisions of any applicable law, may be disclosed for the purposes listed above (where applicable) to the following parties:

a) HRLinked Asia companies;

b) HRLinked Asia corporate clients, for the purpose of processing your job applications;

c) Third party service providers and contractors who provide services (including but not limited to mailing, information technology,data processing, storage and archival) to HRLinked Asia;

d) the Credit Bureau, or in the event of default or disputes, any debt collection agencies or dispute resolution centres, whether in Singapore or otherwise;

e) our professional advisers such as our auditors and lawyers;

f) any judicial, administrative or regulatory body, any government or public or government agency, instrumentality or authority, any domestic or foreign tax, revenue, fiscal or monetary authority or agency, securities or futures exchange, self-regulatory organization, trade repositories, central counterparties, court, central bank or law enforcement body or any agents thereof, having jurisdiction over any HRLinked Asia company (collectively referred to as “Authorities” and each an “Authority”);

g) any other person in connection with the purposes set forth above.

**Purpose and Disclosure of Personal Data**

HRLinked Asia will hold and use your personal data for the following purposes:

1. To provide our services to you to allow your potential or actual placement into a job.
2. To match your relevant skills, experience and qualifications with job vacancies.
3. To assist us in finding a position that is most suitable to you and for us to send your personal data to our clients in order to apply for jobs where you have provided your prior consent to us.
4. For us to direct-market our services to you and to advise you of relevant news and industry updates and other information. Where we send such information you will be able to unsubscribe from such communications.
5. To generally maintain our business relationship with you as a client or a candidate where you are a user of our website.

HRLinked Asia may disclose your personal data to third parties for the following purposes:

1. For potential employers to be able to judge your suitability as an applicant for a position within their organisation.
2. To a professional association or registration body that has a legitimate interest in the disclosure of your personal and sensitive information.
3. In order to comply with any requests from regulatory or law enforcement authorities to release such personal data if they so require.

We may also seek your consent to collect, hold, use and disclose your personal data for any other purpose not listed above.

**Privacy on Our Websites**

You have the option to submit your CV to HRLinked Asia through our websites for either general consideration by our recruitment consultants for any current or future positions suited to your experience and qualifications or against an application for specific advertised position(s). When you submit your CV it will be sent to the relevant recruitment consultants who will review the details of your submission and your suitability of your application. Your data base shall be kept in our data base and can be accessed by any of our recruitment consultants working in other offices of HRLinked Assia, both within and outside of the country where you submitted the data to. Your CV can be updated at any time by following the same procedure to submit a new CV on our websites.

1. Job Alerts by Email

You may agree to opt in to receive emails that alert you to new jobs on our website. To subscribe to such alerts you will need to provide your email address, which will be used for the purpose of keeping you informed by email of the latest jobs and/or news in your nominated industry. If you no longer wish to receive such emails unsubscribe links are provided in every such email that you receive from us.

1. Aggregate Information about Website Visitors

HRLinked Asia gathers statistics about all visitors to our websites worldwide. We only use such data in aggregate so that the information we gather does not identify individual behavior. We use such information to monitor the most effective parts of our websites in order for us to be able to improve our online offering for the benefit of our users.

1. Cookies

We may collect or analyse anonymised information from which individuals cannot be identified (“Aggregate Information”), such as number of users and their frequency of use, the number of page views (or page impressions) that occur on our websites and common entry and exit points into our websites. We use “cookies”, where a small data file is sent to your browser to store and track Aggregate Information about you when you enter our websites. The cookie is used to track information such as the number of users and their frequency of use, profiles of users and their preferred sites.The Aggregate Information collected is used to assist us in analysing the usage of our websites and improving our websites. Should you wish to disable the cookies associated with these technologies, you may do so by changing the setting on your browser. However, you may not be able to enter certain part(s) of our websites

1. Our website may contain links to other websites operated by third parties, and we are not responsible for the privacy practices of websites operated by third parties that are linked to our website. We encourage you to learn about the privacy policies of such third party websites. Some of these third party websites may be co-branded with our logo or trademark, even though they are not operated or maintained by us. Once you have left our website, you should check the applicable Privacy Policy of the third party to determine how they will handle any information they collect from you.

**Management of personal information**

Our staff are trained to respect the confidentiality of customer information and the privacy of individuals.

**Maintenance of data**

Our aim is to make sure that the personal information which we hold is accurate and up to date. We realise that information changes frequently with changes of address and other personal circumstances. We generally update your customer information over the telephone. Please advise your consultant when your personal details change.

If you have created a profile with HRLinked Asia through our website, then you are able to update or delete your personal information whenever you apply for a new position advertised. In order to do this, log into your profile and edit or delete the information you have submitted.

**Access to your Personal Data**

Subject to certain exceptions you may request access to or the updating of your personal data held at HRLinked Asia by contacting us (info@hrlinkedasia.com).

We will refuse access to your personal data if it would affect the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

In order for us to provide any personal data we will need to verify your identity and may request further information about your request. We may refuse your request where we are legally permitted to do so and give you such reasons. You should be aware that it may take a reasonable time to process your application for access as we may need to retrieve information from storage and review information in order to determine what information may be provided.

You may request that HRLinked Asia to stop using your information and contacting you and we will comply with your request. However, if this involves a request for deletion of your file, please be aware that we may not be required or able to do so, particularly where your file also holds information about our clients. Where permitted to do so, we may charge a fee to cover our administration costs when accessing and updating requests.

**Security**

HRLinked Asia takes reasonable steps to keep personal data secure, accurate and up to date. The Internet is not always a secure method of transmitting information. Accordingly, while we seek to protect your personal data by implementing digital security systems in various parts of our website, HRLinked Asia cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. Where we have links to websites outside the HRLinked Asia, we cannot ensure that your privacy will be protected in accordance with this policy. You should consult these other websites' privacy policies as we have no control over them and are not responsible for any information that is submitted to or collected by these third parties.

**Changes to this Privacy Policy**

HRLinked Asia may amend this Privacy Policy from time to time. We suggest that you visit our website regularly to keep up to date with any changes.

**Implementation of Policy**

This Policy shall be deemed effective as of 15th Apr 2019. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

**Contact**

You can contact us by email [info@hrlinkedasia.com](mailto:info@hrlinkedasia.com) or call us at 67089356