**DATA PROTECTION POLICY FOR JOB SEEKERS**

This Data Protection Policy ("Policy") sets out the basis upon which **Enhance Personnel Services** ("we", "us" or "our") may collect, use, disclose or otherwise process personal data of Job Seeker 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 and client organisations which entrusted us to seek candidates on their behalf.

This Policy is an appendix of our online application platform, and should be retained as part of the whole document for the job seeking process.

APPLICATION OF THIS POLICY

1. This Policy applies to all persons who have applied for any job position with us or provide any information in relation to job application.

PERSONAL DATA

2. As used in this Policy, "personal data" means data, whether true or not, about a Job Seeker 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 an employee, personal data which we may collect in the context of your employment with us.

If you are a Job Seeker, personal data which we may collect include, without limitation, your:

(a) full name or alias date of birth, nationality;

(b) residential/mailing addresses, fixed line/mobile telephone numbers and other contact details;

(c) resume, educational qualifications and certifications;

(d) training history; if applicable

(e) work-related health issues and disabilities;

(f) photographs; and

(g) any additional information provided to us by you

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

4. We shall 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 after

(i) you have been notified of the purposes for which the data is collected, and

(ii) you 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 Seeker, your personal data will be collected, used and may be disclosed by us for the following purposes:

(a) Assessing, evaluating and matching your suitability for employment in any current or prospective position in our organisation or client organisations;

(b) performing obligations under or in connection with the provision of our services to our clients;

(c) requesting feedback or participation in surveys, as well as conducting market research and/or analysis for statistical, profiling or other purposes for us to review, develop and improve the quality of our products and services;

(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 aforementioned purposes;

(e) ensuring security and safety

(f) verifying your identity and the accuracy of your personal details and other information provided; and

(g) facilitating our compliance with any laws, customs and regulations which may be applicable to us

6. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

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 or 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 or via email to our DATA PROTECTION OFFICER at the contact details provided below.

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) for your request to be processed and for us to notify you of the consequences of us acceding to the request, including any legal consequences which may affect your rights and liabilities to us. Generally, we shall endeavour to process and effect your request within 10 working days after receiving the request.

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 or 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 an access request: (a) to a copy of the personal data which we hold about you through our online application platform; (b) on information about the ways in which we use or disclose your personal data or (c) a correction request to correct or update any of your personal data which we hold through our online application platform. You are to submit your access request in writing or via email to our DATA PROTECTION OFFICER at the contact details provided below;

PROTECTION OF PERSONAL DATA

12. 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 and firewall 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.

13. 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.

ACCURACY OF PERSONAL DATA

14. 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

15. We may retain your personal data until you request that your data to be removed to fulfil the purposes for which they were collected, or as required or permitted by applicable laws.

16. 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

17. We generally do not transfer your personal data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and 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

18. 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:

Contact Person email: [pkliew49@gmail.com](mailto:pkliew49@gmail.com)

EFFECT OF POLICY AND CHANGES TO POLICY

19. 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.

20. 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.