



## **Personal Data Protection Policy for Job Applicants - Singapore**

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### **Your privacy is important to us**

At Jebsen & Jessen, your right to privacy is important and we are committed to ensuring that your privacy is respected and maintained at all times in accordance to the Singapore Personal Data Protection Act 2012 (PDPA).

This is Jebsen & Jessen Group's policy for handling personal data that we received from job applicants for employment at Jebsen & Jessen Group of Companies in Singapore. Please take a moment to read this policy so that you know and understand the purposes for which we collect, use and disclose your personal data.

In this document, the terms "Jebsen & Jessen", "Group", "we", "us", and "our" refer to Jebsen & Jessen Pte Ltd, its subsidiaries, joint-ventures, associates, affiliates and co-operating companies.

### **What is Personal Data?**

Personal data refers to all or any data relating to you obtained by us in the course of and as a result of your job application with us. This includes but not limited to your name, Identity Card number, passport number, address, contact details, educational qualifications, opinions of others about your work performance, your medical history or condition, and other information obtained by us in connection with your job application.

While we do not collect data from you on your NRIC or other national identification numbers during the job application phase, we may request to sight your physical NRIC/ID card for verification purpose.

We shall treat your personal data as confidential and will accord due level of care in accordance with our Personal Data Protection Policy – Singapore, and consistent with the PDPA.

### **Collection of Personal Data**

In general, we collect personal data from you directly, examples as follows:

- when you submit your resume to us via our recruitment channels such as on-line job application portal, by email or post;
- when you complete and submit the "Application for Employment Form";
- when you attend job interview with us;
- when you complete psychometric assessments;
- when you undergo pre-employment medical examination.

Personal data about you may also be collected from third parties, examples: recruitment firms, staff recommendation, reference checks, psychometric assessment results, medical test and work pass application results.



Your provision of personal data to us is voluntary. If you choose not to provide us with the personal data we require, it may not be possible for us to contact you, process your application and/or consider you for employment.

## Purposes for collection, use and disclosure of personal data

We collect personal data from you, and use such personal data for the recruitment and selection process. This includes (but is not limited to) using the personal data to:

- evaluate and assess your suitability for the position applied for;
- process your job application including interviews, reference checks;
- contact you in respect of your job application;
- identify and evaluate you for other jobs within our Jebsen & Jessen Group of companies.

In order to achieve the purposes stated above, the personal data collected from you may be disclosed to the following third parties:

- relevant parties involved in the recruitment within the Company/Group and your character referees;
- our appointed service providers including online job portal vendors, recruitment firms, assessment centres, medical clinics;
- regulatory authorities, statutory bodies or public agencies for the purposes of compliance with laws and regulations;
- other purposes if required/permitted by law.

## Access to and Correction of Personal Data

If you wish to correct, update and/or have access to the personal data we have collected from you, please contact the respective Human Resource Department for the position that you have applied for.

## Retention of Personal Data

Your personal data will be retained for a reasonable period in accordance with our legal and business purpose unless you request for us to delete your personal data.

## Amendments and updates

We reserve the right to amend this policy from time to time and will make available the updated policy on our website. If you do not agree to the changes, please contact us to remove your submitted information from our databases.

## How to contact us

If you have any concerns, questions or requests concerning the personal data you have submitted to us, you may contact the respective Human Resource Department for the position that you have applied for, or our Chief Human Resources Officer/Data Protection Officer at email: [dpo@jjsea.com](mailto:dpo@jjsea.com).



## **ACKNOWLEDGEMENT & CONSENT**

By providing us with your personal data, you agree to the terms of this policy and you consent for yourself to our collection, use and disclosure of your personal data on these terms. If you provide third party's personal data to us such as the personal data of your character referees, your spouse, children and/or family members, by doing so, you confirm that you have obtained their respective consent to our collection, use and disclosure of their personal data on these terms. You represent and warrant that all personal data that you have provided is accurate and complete.

I understand that if employment is offered and accepted by me, I may be required to provide additional consent to the collection, use and disclosure of my personal data.