

Privacy Policy on Personal Data Collection

The privacy of your personal data is important to us and we are committed to accord the information the due level of care as presented in this Privacy Policy statement, and consistent with the Personal Data Protection Act 2012 (Act 26 of 2012).

This policy applies to GetJobs Pte Ltd / GetJobs and its associated/affiliated businesses, and outlines our obligations and practices in the handling of the Personal Data we collect and hold about our customers, prospects, vendors, suppliers, partners, and all others who come into contact with us and our related companies, across all touch points of our business operations, including those seeking employment with us.

Personal Data

Personal data (“Personal Data”) refers to all and any information relating to you obtained by us in the course of and as a result of the provision of any products and services by us to you. Such Personal Data includes but not limited to your name, mailing address, telephone number(s) and personal email address and NRIC number. We shall treat your Personal Data as confidential and will accord due level of care in accordance with our Privacy Policy statement, and consistent with the Personal Data Protection Act 2012 (Act 26 of 2012).

Purpose of Collection

We collect Personal Data from our Jobseekers for purposes relating to their application for casual employment offered via our GetJobs Mobile App. These purposes include, but are not limited to:

- Applications for casual employment in Singapore, where Authorities require employees strictly to be Singapore Citizens, Permanent Residents, Foreigners holding a valid Dependand Pass and Foreign students holding a valid Student Pass pursuing full time education in a Ministry of Manpower approved School/ Institution. (www.mom.gov.sg/passes-and-permits/work-pass-exemption-for-foreign-students)
- Applicants must be above the legal age to work
- Mandatory CPF contributions for income earned
- Responding to enquiries regarding Job assignments, and any other services we offer
- Receiving feedback
- Processing requests, Job applications and administering payroll
- Providing customer support including account servicing (Job confirmation, reminders, cancellations etc)
- Communication with you in relation to Job assignments and rewards we provide which are relevant to your existing relationship with us
- Offering you updated marketing, training and job openings
- Mobile App updates and upgrades
- Meeting regulatory and legal obligations

We may for these purposes, contact you via mail (including electronic mail), telephone, SMS or other communication (text or image) applications for mobile devices, and facsimile.

Collection of Personal Data

Where possible, we will collect your Personal Data directly from you and secure the relevant consent from you. This may take place in a number of ways, such as when you register yourself on our GetJobs Mobile App to apply for casual employment offered, give us a written order or ask us to provide a product or service over the telephone or internet.

Our websites may also offer interactive facilities, such as customer enquiry or comment forms and contest entry forms, where Personal Data may also be collected. In addition, we may obtain Personal Data from third parties such as our agents, partners, contractors and regulatory authorities. Where you have accessed and used our websites and any services we offer via the websites, you agree to be bound by this Personal Data Protection and Privacy Policy in respect of the Personal Data collected about you via our websites.

Regardless of who provides Personal Data to us, it will always be handled by us in accordance with this Personal Data Protection and Privacy Policy and the Personal Data Protection Act 2012 (Act 26 of 2012).

Disclosure of Personal Data

In providing you with casual job employment, we may sometimes need to disclose your Personal Data to Employers of such job assignments. It is generally not our policy to disclose your Personal Data to external organisations unless we have your consent &/or are required to disclose your Personal Data as required in the normal course and scope of our business in the provision of our services to you, &/or for contractual, legal and regulatory requirements. Some examples of the types of external organisations we may need to disclose information to in the course of providing a product or service are:

- Regulatory bodies and agencies, eg Ministry of Manpower (MOM), Central Provident Fund Board Singapore (CPF) etc.
- Insurers and Financiers
- Employers of your applied Job Assignment
- Data intermediaries, programme partners, other companies or individuals, including legal counsel and information technology service providers, who assist us in providing services or who perform functions on our behalf (e.g., mailing houses of letters or printers for our marketing materials) who are contract-bound to comply with our Privacy Policy and that of the Personal Data Protection Act 2012 (Act 26 of 2012).

These external organisations are not authorised by us to use your Personal Data for anything other than the purpose(s) for which we supplied that data to them or as required by law.

Unless otherwise required or permitted by law, we will only disclose your Personal Data with your consent (implied or expressed), and we will also take reasonable steps to ensure the external organisation to whom we have disclosed your information are also legally bound to protect the privacy of your Personal Data.

Direct Marketing

From time to time, we may contact you via mail, electronic-mail, telephone (call or SMS-Text) or facsimile, to inform about our products and services, or about special offers and promotions that we think may be of interest to you. You can let us know at any time if you no longer wish to receive marketing material (by contacting us at the details below) and we will remove your details from our direct marketing database.

We will not disclose your Personal Data to external organisations outside GetJobs Pte Ltd/ GetJobs Mobile App and its associated/affiliated businesses for the purposes of allowing them to directly market their products and services unless expressly authorised by you.

Do Not Call Registry

The Do Not Call (DNC) Registry prohibits the sending of unsolicited telemarketing messages (“specified messages”) to Singapore telephone numbers through voice calls, text or fax messages registered on the DNC Registers unless the organization sending the messages have the user’s/subscriber’s clear and unambiguous consent in written or other accessible forms.

In compliance with the DNC Registry provisions, GetJobs Pte Ltd/GetJobs Mobile App and its associated/affiliated businesses will not send specified messages to telephone or facsimile numbers that appear on the DNC Registry unless the user/subscriber has given us clear and unambiguous consent to do so.

If you have given us such consent, we will continue to send you specified messages until you advise us in writing (contact details below) that you wish to withdraw the consent.

GetJobs Pte Ltd/GetJobs Mobile App and its associated/affiliated businesses will continue to contact you at the telephone number/s you have provided us in the limited circumstances allowed under the DNC Registry even if these telephone number/s are registered with the DNC. You may, however, advise us in writing should you wish not to be contacted by us at your telephone number(s) for any given purpose or all purposes.

Please be informed that we will still contact you via the most effective and efficient mode where required by law.

Withdrawal of Consent

Should you wish to withdraw your consent for us to send you promotional and marketing information via a specific mode or all modes of communications (e.g., mail, email, telephone calls, SMS-Text), please notify us in writing to our contact details below. We may require up to 4 weeks, upon receipt of your request, for the change to take effect.

Whilst we respect your decision to withhold and/or withdraw your consent, you may wish to know that should we not have the appropriate consent to contact you in the mode we might develop for the promotional and marketing information, customer care support and all other purposes for our customers, we might not be able to accord you the full extent of the personalized and comprehensive customer experience we had designed to serve you - e.g., invitation to GetJobs events, special privileges and offers, among others.

Ensuring Personal Data is up-to-date

We rely on the Personal Data we hold in conducting our business. Therefore, it is very important that the Personal Data we hold is accurate, complete and up-to-date.

We will do our best to ensure that the Personal Data we hold is accurate, complete and up-to-date whenever we collect or use it. This means that from time to time, we will ask you to tell us if there are any changes to your Personal Data. If you find that the Personal Data we hold about you is incorrect, please contact us immediately and we will correct it.

Access to Personal Data by Individuals

You can access most of the Personal Data we hold about you by contacting us formally through the contact details indicated below or via your profile page on GetJobs Mobile App. We will require a formal written request from you to our Data Privacy Officer (details below).

An administrative fee will be charged to you to cover the reasonable cost of retrieving the information and supplying it to you.

Access to Personal Data may be refused in a number of circumstances, such as where the Personal Data relates to anticipated legal proceedings or the request for access is frivolous or vexatious. If we deny or restrict your access, we will explain why as required by applicable laws.

Data Security

Security of Personal Data is important to us and we take all reasonable precautions to protect Personal Data from misuse, loss, unauthorized access, modification or disclosure.

Some of the ways we protect Personal Data include:

- External and internal premises security;
- Restricting access to Personal Data only to staff who need it to perform their day to day functions;
- Maintaining technology products to prevent unauthorized computer access or damage to electronically stored information, such as requiring identifiers and passwords, firewalls and anti-virus software; and
- Maintaining physical security over paper records.

Data Retention

We will retain your Personal Data for a reasonable period for the purposes, or as required by law.

Cookies: Privacy and our websites

The type of Personal Data we collect on our website depends on how you make use of the site. When you visit our websites, our host records your server address, domain name, the date and time of the visit and the pages viewed. This information may be collected by using cookies (data sent to your web browser, which generally allows our site to interact more efficiently with your computer). If you disable the use of cookies, your use of our site may be affected. Information collected about your visit to our site is retained for statistical and website development reasons and is not in a form which would enable us to identify you.

When visiting our sites, you will not be required to provide us with any Personal Data unless you apply for a Job assignment or request information about our service, or respond to a contest or promotion, or provide a feedback. In which case, we will ask you to provide contact details along with other information required to respond to your request or allow you to enter the contest or promotion.

The Personal Data and information provided may also be retained for product planning purposes, and we may use your Personal Data to contact you for direct marketing purposes where your consent was given.

- If you send us an email:
- If you send us an email containing your Personal Data, we will take reasonable steps to ensure the confidentiality of that information. The content of emails is sometimes monitored by our internet host for maintenance and fault detection purposes. We may also monitor email for legal compliance purposes.

- Although we take steps to protect Personal data and information sent by e-mail, e-mail is not a secure method of communication and if you are concerned about sending your Personal Data to us in this manner you may prefer to contact us by any of the other means set out below.

Resolving concerns

If you believe that the privacy of your Personal Data has been compromised, please contact us and we will take the relevant steps to address your concerns.

Your Use of Other's Information

You agree to respect to other users' personal information that you obtain through the Site or through any of our Site-related communication or transaction.

In addition, under no circumstances will you disclose personal information about another user to any third party without our consent and the consent of such other user after adequate disclosure. Please note that law enforcement personnel and other rights holders are given different rights with respect to information they access.

We and our users do not tolerate spam.

Control Your Password

You are responsible for all actions taken with your username and/or password. Therefore, you should not disclose your Site password to any third parties. If you choose to share your username and/or password or your information with third parties to provide you with additional services, you agree that you are responsible for all actions taken with your username and/or password and therefore you should review that third party's privacy policy. If you lose control of your password, you may lose substantial control over your personal information and may be subject to legally binding actions taken on your behalf. Therefore, if your password has been compromised for any reason, you should immediately change your password and notify GetJobs Pte Ltd/GetJobs Mobile App and its associated/affiliated businesses.

Protection of Minors

If you are under the age of 14 years, you are not eligible to use our services to secure casual employment.

GetJobs Pte Ltd/GetJobs Mobile App and its associated/affiliated businesses does not solicit any personal information from minors, and we request that minors do not submit any personal information to us online. If you are under the age of 14 years, you may only surf the Site only if you have obtained consent from your parents/legal guardian or if you are under the supervision of your parent or legal guardian.

Third Party Websites

Our website may contain links to other websites which are owned or operated by third parties independent of GetJobs Pte Ltd/GetJobs Mobile App and its associated/affiliated businesses including websites owned or operated by GetJobs Pte Ltd/GetJobs Mobile App and its associated/affiliated businesses dealers and by our service providers. Those websites should contain their own privacy statements and their owners or operators are responsible for informing you about their security and privacy practices. GetJobs Pte Ltd/GetJobs Mobile App and its associated/affiliated businesses will not be responsible for the privacy policies and practices of other websites even if you access them using links from our websites and recommend that you check the policy of each site you visit and contact its owner or operator if you have any concerns or questions. In addition, if you are linked

to our websites from a third-party website, GetJobs Pte Ltd/GetJobs Mobile App and its associated/affiliated businesses cannot be responsible for the privacy policies and practices of the owners or operators of that third-party site and recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

Right to Amend our Online Privacy Statement

We reserve the right to amend this Personal Data Protection and Privacy Policy at any time. If we make any changes to this Personal Data Protection and Privacy Policy and the way in which we use your Personal Data we will post these changes on our websites and will do our best to notify you of any significant changes. Please check our Personal Data Protection and Privacy Policy on a regular basis.

PDPA Helpdesk

In accordance with the Act, GetJobs Pte Ltd / GetJobs Mobile App has established a process for receiving and responding to any query or complaint that may arise with respect to the application of this Act. To ensure that we receive your complaints and enquiries, please send the same via email to the Data Protection Officer (the “DPO”) of GetJobs Pte Ltd / GetJobs Mobile App at: the following email address: info@getjobsfor.me

For any questions relating to your Personal Data or about our Privacy Policy, you may contact our us at:

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