

JOB APPLICANT PRIVACY NOTICE

As part of the recruitment process, the Company collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Company collect?

The Company collects a range of information about you. This includes –

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements

The Company collects this information in a variety of ways. For example, data might be collected through interviews or other forms of assessment.

The Company will also collect personal data about you from third parties, such as CV's or resumes from Recruitment Agencies. The Company will only seek reference information once a job offer has been made to you and will inform you that it is doing so.

Data is stored in a range of different places, including in the Company's HR management systems and in other IT systems operated by or on behalf of the Company (including the Company's email system).

Why does the Company process personal data?

In some cases, the Company needs to process data to ensure that it is complying with its legal obligations. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Company may also need to process data from job applicants to respond to and defend against legal claims.

Where the Company relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of data subjects and has concluded that they are not. The Company will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, managers and other employees involved in the recruitment process and IT employees if access to the data is necessary for the performance of their roles. The Company will not share your data with third parties.

Transfers of personal data to the US are subject to formal contractual arrangements between Greene, Tweed & Co. Ltd and Greene, Tweed Services LLC.

How does the Company protect data?

The Company takes the security of your data seriously and has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those persons authorised to do so in the performance of their duties.

Where the organisation engages third parties to process personal data on its behalf, they do so under a duty of confidentiality.

For how long does the Company keep data?

If your application for employment is unsuccessful, the Company will hold your data on file for a period of 1 year after the end of the relevant recruitment process. If you agree to allow the Company to keep your personal data on file, the Company will hold your data on file for a further agreed time period for consideration for future employment opportunities. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new Privacy Notice.

Your rights

As a data subject, you have rights. You can:

- require the Company to change incorrect or incomplete data

If you would like to exercise any of these rights, please contact a member of the HR team.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, the Company may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the Singapore and satisfactory references.

I confirm that I have read and understood the contents of the Job Applicant Privacy Notice