

DATA PROTECTION NOTICE FOR JOB APPLICANTS

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1. Introduction

1.1 This Data Protection Notice (“Notice”) sets out the basis upon which Kimly Construction Pte. Ltd. (“we”, “us”, or “ours”) may collect, use, disclose or otherwise process personal data of job applicants in accordance with the Personal Data Protection Act (“PDPA”). This Notice 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 recruitment purposes.

1.2 This Policy applies to all who have applied to be employed under a contract of service with us (whether on a temporary or permanent, or part-time or full-time basis, or as interns or trainees) (“job applicants”, “job applicant”, “you” or “your”).

2. How We Collect Your Personal Data

2.1 We generally collect personal data that

- you knowingly and voluntarily provide in the course of or in connection with your job application with us, or via a third party who has been duly authorised by you to disclose your personal data to us (your “authorised representative”, which may include your job placement agent), (i) after you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes; or
- collection and use of personal data without consent is permitted or required by the PDPA or other laws.

2.2 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).

3. Types of Personal Data We Collect About You

3.1 As used in this Notice, “personal data” means data, whether true or not, about a person 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.

3.2 The personal data which we may about a job applicant collect includes, without limitation, your:

- name or alias, gender, date of birth, nationality, and country and city of birth;
- mailing address, telephone numbers, email address and other contact details;
- resume, educational qualifications, professional qualifications and certifications and employment references;
- employment and training history;

- health condition or medical treatment which you have received, scheduled to receive, or will continue to receive, which may affect the provision of services under the contract of service applied for; and
- family members' and employment referees' personal data

4. How We Use Your Personal Data

- 4.1 As a job applicant, your personal data will be collected and used by us for the following purposes and we may disclose your personal data to third parties where necessary for the following purposes:
- assessing and evaluating your suitability for employment in any current or prospective position within the organisation;
 - verifying your identity and the accuracy of your personal details and other information provided.
 - communicating with you and/or any third parties (whose information is provided by you) in relation to your job application;
 - conducting due diligence and reference checks
 - disclosure to relevant authorities in accordance with the request or requirements of the relevant authorities
- 4.2 In the event that we have received your job application or personal data from any third party pursuant to the purposes set out in the Policy, you consent that such third party has been duly authorised by you to disclose your personal data to us for the purposes set out in the Policy.
- 4.3 In the event that your application is successful, the information collected will be used in the administration of your employment.

5. How You Can Withdraw Consent

- 5.1 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. As a job applicant, you may withdraw consent and request us to stop 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.
- 5.2 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 with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process and effect your request within 10 days of receiving it.
- 5.3 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 job application. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in clause 5.1 above.
- 5.4 Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclosure without consent is permitted or required under applicable laws.

6. How You Can Access and Make Correction to your Personal Data

6.1 If you wish to make

- an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or
- a correction request to correct or update any of your personal data which we hold,

you may submit your request in writing or via email to our Data Protection Officer at the contact details provided below. Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.

6.2 We will respond to your access request as soon as reasonably possible. Should we not be able to respond to your access request within thirty (30) days after receiving your access request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

6.3 Please note that depending on the request that is being made, we will only need to provide you with access to the personal data contained in the documents requested, and not to the entire documents themselves. In those cases, it may be appropriate for us to simply provide you with confirmation of the personal data that our organisation has on record, if the record of your personal data forms a negligible part of the document.

7. How We Ensure The Accuracy Of Your Personal Data

7.1 In order to maximize your opportunities to work with us, you are encouraged to keep the information provided accurate, complete and up-to-date as we rely on personal data provided by you (or your authorised representative) in assessing your application. 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. Incomplete or inaccurate personal data provided will not be processed for purposes of the job application.

8. How We Protect Your Personal Data

8.1 Your personal data will be kept strictly confidential. 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 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.

- 8.2 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.

9. How We Retain Your Personal Data

- 9.1 We may retain your personal data for as long as it is necessary to fulfil the purposes for which they were collected, or as required or permitted by applicable laws.
- 9.2 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.
- 9.3 Your application form (both physical and softcopy) will be securely disposed of within *12 months* of the position you applied for. If you consent to be considered for other positions within the organization, we may retain and use your information for up to 12 months after the position you applied for has been filled to contact you regarding other job opportunities.

10. How We Transfer Your Personal Data

- 10.1 We generally do not transfer your personal data to countries outside of Singapore. If there is a need for us to transfer your personal data to another organisation outside of Singapore (e.g. our subsidiaries within Asia), we will ensure that the standard of data protection in the recipient country is comparable to that of Singapore's PDPA. If this is not so, we will enter into a contractual agreement with the receiving party to accord similar levels of data protection as that in Singapore.

11. How To Contact The Data Protection Officer

- 11.1 If you have any questions about our collection, use and/or disclosure of your personal data, or feedback regarding this Notice, or if you wish to make any request, you may contact our Data Protection Officer at pdpa@kimly.com.sg.

12. How this Notice Is Effected and Updated

- 12.1 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.
- 12.2 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 participation in our recruitment process constitutes your acknowledgement and acceptance of such changes.

Effective date: 6 May 2024

Last updated: 6 May 2024