

Data Protection Notice for Job Applicants

This Data Protection Notice ("Notice") sets out the basis upon which Singapore Chinese Chamber Institute of Business ("SCCIOB", "we", "us", or "our") may collect, use, disclose or otherwise process personal data of job applicants in accordance with the Personal Data Protection Act 2012 ("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 our purposes. This Notice applies to all persons who have applied for any employment, internship or traineeship position with us ("job applicants").

Personal Data

1. In this Notice, "personal data" means data, whether true or not, about a job applicant 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.
2. Personal data which we may collect from job applicants includes, without limitation, your:
 - a. name, gender, date of birth, nationality, and country of birth;
 - b. mailing address, telephone numbers, email address and other contact details;
 - c. resume, educational qualifications, professional qualifications and certifications and employment references;
 - d. employment and training history; and
 - e. work-related health issues and disabilities.
3. Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

Collection, Use and Disclosure

4. We generally collect personal data that (a) you knowingly and voluntarily provide in the course of or in connection with your employment or 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), after (i) 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 (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. 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:
 - a. assessing and evaluating your suitability for employment in any current or prospective position within the organisation;
 - b. verifying your identity and the accuracy of your personal details and other information provided;
 - c. communicating with you regarding the status of your application and prospective positions; and
 - d. all administrative and human resources related matters within our organisation, in the case where your application is successful.
6. We may disclose your personal data:
 - a. with your consent, where such disclosure is required in connection with the purposes listed above;
 - b. to comply with any applicable laws, regulations, codes of practice, guidelines or rules; or
 - c. with your consent, to third party service providers, agents and other organisations we have engaged to perform any of the functions listed in Paragraph 5 above for us. Any third parties engaged by us will be contractually bound to keep all personal data confidential.
7. You have the right of choice regarding the collection, usage and disclosure of your personal data. If you choose not to provide us with any of your personal data requested, you may do so by indicating in your application documents. Whilst we respect your decision, please note that depending on the nature and extent of your request, we may not be in a position to process your job application (as the case may be). We shall, in such circumstances, notify you before continuing

to process your job application. Should we not be able to respond to your request within thirty (30) days after receiving your 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 carry out your request, 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).

Withdrawing Your Consent

8. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is withdrawn by you in writing. You may withdraw your 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 Recruiter/ Manager at the contact details provided below.
9. 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 to 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 business days of receiving it.
10. 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 (as the case may be) if the withdrawal is proceeded with. We shall, in such circumstances, notify you before completing the processing of your request (as outlined above). Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in clause 8 above.
11. 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

12. If you wish to request (a) 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 (b) to correct or update any of your personal data which we hold, you may submit your request in writing or via email to our Recruiter/ Manager at the contact details provided below.

13. 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.
14. We will respond to your 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).
15. 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 we have on record, if the record of your personal data forms a negligible part of the document.

Protection of Personal Data

16. 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, by us, and disclosing personal data both internally and to authorised third parties and agents only on a need-to-know basis.
17. However, 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 personal data and are constantly reviewing and enhancing our information security measures.

Accuracy of Personal Data

18. 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 Recruiter/ Manager in writing or via email at the contact details provided below.

Retention of Personal Data

19. 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.
20. 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.

Cross-border Transfers of Personal Data

21. Unless for business-related needs, we generally do not transfer your personal data to other jurisdictions. However, if we do so, we will obtain your consent for the transfer to be made and we 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 applicable personal data protection laws and regulations.

Human Resources Director and Data Protection Officer Contact Information

22. You may contact our HR Department (Recruiter/ Manager) at gianyi@sccci.org.sg/audrey@sccci.org.sg or Data Protection Officer at jean@sccci.org.sg, or write in to us at 9 Jurong Townhall Road, Singapore 609431 if you have any enquiry, feedback or complaint regarding our personal data protection policies and procedures, if you wish to make any request, or if you believe that information we hold about you is incorrect or out-dated.

Effect of Notice and Changes to Notice

23. This Notice 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.
24. We may revise this Notice 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: 1 June 2022

Last updated: 28 June 2022

DECLARATION

1. I declare and warrant that all information submitted is accurate and complete to the best of my knowledge and that I have obtained consent from all third parties (including my Referee(s)) to provide his/her data to SCCIOB in relation to this application.
2. I understand and agree that if it is subsequently discovered that I have wilfully given incorrect information or withheld any relevant information, my application will be disqualified, and SCCIOB reserves the right to not employ me or terminate my employment without any notice or compensation.
3. I acknowledge that I have read, understood and agreed to the above Notice, and hereby consent to the collection, usage and disclosure of my personal data by SCCIOB for the purposes stated in the Data Protection Notice above.

Name : _____

Signature & Date : _____