

JOB APPLICATION FORM

AWARE'S DATA PROTECTION POLICY FOR JOB APPLICANTS

This Data Protection Policy for Job Applicants ("**Policy**") sets out the basis upon which the Association of Women for Advocacy and Research ("**AWARE**", "**we**", "**us**" or "**our**") may collect, use, disclose or otherwise process personal data of job applicants in accordance with the Singapore Personal Data Protection Act ("**PDPA**").

APPLICATION OF THIS POLICY

1. This Policy applies to all persons who have applied for any position with us (whether part-time, temporary or full-time basis) as employees or interns ("**job applicants**"), and all references to "**employment**" shall apply equally to internships and traineeships (as may be applicable).

PERSONAL DATA

2. As used in this Policy, "**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.

Other terms used in this Policy shall have the meanings given to them in the PDPA (where the context so permits).

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

3. Personal data which we may collect from a job applicant includes, without limitation, your:

- (a) full name or alias, gender, NRIC/FIN or passport number, date of birth, nationality, and country and city 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;
- (e) work-related health issues and disabilities; and
- (f) photographs.

4. Your personal data which we collect will be 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; and
- (b) verifying your identity and the accuracy of your personal details and other information provided.

We shall seek your consent before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).

WITHDRAWING CONSENT BY JOB APPLICANTS

5. 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that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is withdrawn by you in writing.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 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.

6. In general, we shall seek to process and effect your written request to withdraw your consent within [30] days of receiving it.

7. 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. 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 5 above.

8. 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

9. If you wish to make

- (a) 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
- (b) 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.

10. 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.

11. We will respond to your access request as soon as reasonably possible. Should we not be able to respond to your access request within [30] days after receiving your access request, we will inform you in writing within [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).

PROTECTION OF PERSONAL DATA

12. We will take all reasonable steps to ensure that the personal data of job applicants is securely stored or filed.

ACCURACY OF PERSONAL DATA

13. 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 Data Protection Officer in writing or via email at the contact details provided below.

RETENTION OF PERSONAL DATA

14. 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.

15. 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.

TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE

16. We generally do not transfer your personal data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and 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 PDPA.

DATA PROTECTION OFFICER

17. You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection policies and procedures; or if you wish to make any request, in the following manner:

Name: Katharine Kit Ying Ho
Email: operations@aware.org.sg

EFFECT OF POLICY AND CHANGES TO POLICY

18. 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.

19. We may revise this Policy from time to time without any prior notice.

Effective date: [6 March 2019]

Last updated: [**6 March 2019**]