

Privacy Policy

Overview of Policy

Jobsmith Consultants Pte Ltd and our related companies in other countries are committed to protecting the confidentiality of information and privacy of our candidates, clients and other users of our websites and services.

Where you provide Jobsmith Consultants Pte Ltd and its related companies with your personal data, in person, by email, through our websites or offices, we will use our best efforts to ensure that the information you submit to us remains private and is only used in accordance with this policy. By providing us with your personal data, you also consent for us to collect, hold, use and disclose your personal data in accordance with this policy.

Jobsmith Consultants Pte Ltd must comply with the applicable privacy laws and similar laws in the countries in which we operate.

This policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment. Any information we hold will be governed by the most current version of the provide Jobsmith Consultants Pte Ltd Privacy Policy.

Collection of Personal Data

In order to carry out our business as recruitment consultants, Jobsmith Consultants Pte Ltd may collect your personal information from you, including but not limited to your name, contact details, qualifications, work history, your right to work in a particular country, language skills, professional qualifications and memberships, your work objectives and other information from your CV. If you are to be considered for a particular position, we may also collect references from your nominated referees. All the personal data we collect is held, used and disclosed for the purposes set out below.

Purpose and Disclosure of Personal Data

Jobsmith Consultants Pte Ltd will hold and use your personal data for the following purposes:

- To provide our services to you to allow your potential or actual placement into a job.
- To match your relevant skills, experience and qualifications with job vacancies.
- To assist us in finding a position that is most suitable to you and for us to send your personal data to our clients in order to apply for jobs where you have provided your prior consent to us.
- For us to direct-market our services to you and to advise you of relevant news and industry updates and other information. Where we send such information you will be able to unsubscribe from such communications.
- To generally maintain our business relationship with you as a client or a candidate where you are a user of our website.

Jobsmith Consultants Pte Ltd may disclose your personal data to third parties for the following purposes:

- For potential employers to be able to judge your suitability as an applicant for a position within their organisation.
- To a professional association or registration body that has a legitimate interest in the disclosure of your personal and sensitive information.
- In order to comply with any requests from regulatory or law enforcement authorities to release such personal data if they so require.

We may also seek your consent to collect, hold, use and disclose your personal data for any other purpose not listed above.

Privacy on Our Websites

You have the option to submit your CV to Jobsmith Consultants Pte Ltd through our websites for either general consideration by our recruitment consultants for any current or future positions suited to your experience and qualifications or against an application for specific advertised position(s). Such data can be accessed by any of our recruitment consultants working in other offices of Jobsmith Consultants Pte Ltd and its related companies, both within and outside of the country where you submitted the data to. Your CV can be updated at any time by following the same procedure to submit a new CV on our websites.

Cookies

When you visit our website a small data file is sent to your individual web browser. These are known as cookies and are used to make the website work more efficiently. This policy (“Cookie Policy”) is issued by Jobsmith Consultants Pte Ltd and applies to our use of cookies when you visit our website.

When you visit Jobsmith Consultants Pte Ltd’s web site, upon your consent, we will access your browser cookies. We use them to remember your login details, to track overall web traffic and to access information in cache about your session to assist you in the use of our

website. Information such as your last search will be cached however, this kind of information is deleted each time you close your web browser. Jobsmith Consultants Pte Ltd also uses 'analytical' cookies to enable us to improve the way our website functions, for example, by making sure users can find what they need easily. Most browsers will allow you to block access to your cookies. However, by blocking Jobsmith Consultants Pte Ltd 's access to your cookies, your use of our websites will be restricted.

To block Google Analytics cookies specifically, you can install the "Google Analytics Opt-Out Browser Add-on" that is provided by Google. Please do take note that if you share the use of a computer, accepting or rejecting the use of cookies may affect all users of that computer.

Management of Personal Information

Our staff are trained to respect the confidentiality of customer information and the privacy of individuals. We have appointed a Data Protection Officer to ensure that our management of personal information is in accordance with this statement.

Maintenance of Data

Our aim is to make sure that the personal information which we hold is accurate and up to date. We realise that information changes frequently with changes of address and other personal circumstances. We generally update your customer information over the telephone. Please advise your consultant when your personal details change.

If you have submitted your resume with Jobsmith Consultants Pte Ltd through our website, then you are able to update or delete your personal information whenever you apply for a new position advertised. In order to do this, log into your profile and edit or delete the information you have submitted.

Access to your Personal Data

Subject to certain exceptions you may request access to or the updating of your personal data held at Jobsmith Consultants Pte Ltd by contacting the Data Protection Officer whose details are below.

We will refuse access to your personal data if it would affect the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

In order for us to provide any personal data we will need to verify your identity and may request further information about your request. We may refuse your request where we are legally permitted to do so and give you such reasons. You should be aware that it may take

a reasonable time to process your application for access as we may need to retrieve information from storage and review information in order to determine what information may be provided.

You may request that Jobsmith Consultants Pte Ltd stops using your information and contacting you and we will comply with your request. However, if this involves a request for deletion of your details, please be aware that we may not be required or able to do so, particularly where your file also holds information about our clients. Where permitted to do so, we may charge a fee to cover our administration costs when accessing and updating requests.

Security

Jobsmith Consultants Pte Ltd takes reasonable steps to keep personal data secure, accurate and up to date. The Internet is not always a secure method of transmitting information. Accordingly, while we seek to protect your personal data by implementing digital security systems in various parts of our website, Jobsmith Consultants Pte Ltd cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. Where we have links to websites outside the Jobsmith Consultants Pte Ltd website, we cannot ensure that your privacy will be protected in accordance with this policy. You should consult these other websites' privacy policies as we have no control over them and are not responsible for any information that is submitted to or collected by these third parties.

Changes to this Privacy Policy

Jobsmith Consultants Pte Ltd may amend this Privacy Policy from time to time. We suggest that you visit our website regularly to keep up to date with any changes.

Implementation of Policy

This Policy shall be deemed effective as of 25th March 2023.

Contact

You can contact our Data Protection Officer via email at *ujala@jobsmith.sg* or at the following address;

Jobsmith Consultants Pte Ltd 3 Soon Lee Street, #03-18 Pioneer Junction. Tel: +65 65550187