



# Privacy Policy

Implemented January 2026 | Version 1

## 1. Purpose

HRS Asia is committed to protecting the personal data of individuals in accordance with the Singapore Personal Data Protection Act (PDPA).

This Privacy Policy explains how personal data is collected, used, disclosed, and protected.

## 2. Scope

This policy applies to personal data collected from:

- employees and job applicants
- clients and business contacts
- suppliers and contractors
- website enquiries and communications

## 3. Collection of Personal Data

HRS Asia collects personal data only where reasonably necessary for legitimate business purposes, including:

- recruitment and employment administration
- service delivery and client management
- regulatory and legal compliance
- responding to enquiries

## 4. Use and Disclosure

Personal data is used only for the purposes for which it was collected or as otherwise permitted by law. Access is restricted to authorised personnel.

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## 5. Protection of Personal Data

HRS Asia implements reasonable security measures to protect personal data from unauthorised access, disclosure, loss, or misuse.

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## 6. Retention

Personal data is retained only for as long as required to fulfil business or legal obligations, after which it is securely disposed of.

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## 7. Data Breaches

Any suspected data breach will be handled promptly and in accordance with PDPA requirements.

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## 8. Contact

Individuals may contact HRS Asia regarding personal data matters using the company's published contact details.