



**DATA PROTECTION NOTICE FOR  
EMPLOYEES AND JOB APPLICANTS**

**V1 JAN 2023**

## DATA PROTECTION NOTICE FOR EMPLOYEES AND JOB APPLICANTS

This Data Protection Notice (“**Notice**”) sets out the basis upon which Tasek Academy and Social Services Limited (“**we**”, “**us**” or “**our**”) may collect, use, disclose or otherwise process personal data of employee or job applicant (“**you**” or “**your**”) in accordance with the Personal Data Protection Act 2012 (“**PDPA**”), such personal data being in or coming into our possession or control, and/or in the possession of organisation(s) which we have engaged to collect, use, disclose or process personal data for our purposes.

### **DEFINITIONS**

1. Employee shall mean all persons engaged by us under a contract of service (whether on a part-time, temporary or full-time basis), and interns and trainees working for or attached to us (collectively, “**Employees**”), and all references to “**employment**” shall apply equally to internships and traineeships (as may be applicable).
2. Job applicant shall mean all persons who initiates contact with us, whether directly or via a duly authorised third party, for the purposes of prospective employment with us.

### **PERSONAL DATA**

3. In this Notice, “**personal data**” means data, whether true or not, about an individual 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.
4. Personal data which we may collect from you in the context of your job application or employment with us includes, without limitation, your:
  - i. name and/or alias, gender, your NRIC/FIN or passport number, date of birth, nationality, country and city of birth, date of birth, and marital status;
  - ii. mailing/residential address, telephone numbers, email address and other contact details;
  - iii. resume, educational qualifications, professional qualifications and certifications and employment references;
  - iv. employment and training history;
  - v. medical history;
  - vi. salary information and bank account details; and
  - vii. details of your next-of-kin, spouse and other family members.
5. 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 OF PERSONAL DATA**

6. We generally collect, use, and/or disclose personal data, in the course of or in connection with your employment with, or job application to, us, (a) that you voluntarily provide to 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), (b) that you (or your authorised representative) provide to us, having been notified of the purposes for which the personal data is collected, to be used and/or disclose, or (c) where this is permitted, or your consent is not required, under, the PDPA or other laws.
7. Your personal data will be collected and used by us, and we may disclose your personal data to third parties where necessary, for the following non-exhaustive purposes:
  - i. assessing and evaluating your suitability for employment or continued employment in any current or prospective position within the organisation;
  - ii. verifying your identity and the accuracy of your personal details and other information provided;

- iii. performing obligations under or in connection with your contract of employment with us, including payment of remuneration and tax;
  - iv. any external training that you may be required to undergo for the purposes of your employment;
  - v. all administrative and human resources related matters within our organisation, including administering payroll, granting access to our premises and computer systems, processing leave applications, administering your insurance and other benefits, processing your claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies; and
  - vi. facilitating our compliance with any laws and regulations which may be applicable to us.
8. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to your employment contract should you be hired) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

However, we do not retain your personal data unless there is a reasonable purpose for doing so or if it is necessary for any legal or business purposes, provided that we have informed you of such purposes and sought your consent as to the same.

### **DEEMED CONSENT BY NOTIFICATION**

9. We may collect or use your personal data, or disclose existing personal data for secondary purposes that differ from the primary purpose which it had originally collected for pursuant to clauses 6 and 7 above. If we intend to rely on deemed consent by notification for such secondary purposes, we will notify you of the proposed collection, use and/or disclosure of your personal data through an appropriate mode(s) of communication.
10. Before relying on deemed consent by notification, we will assess and determine that the collection, use and disclosure of the personal data will not likely have an adverse effect on you.
11. You will be given a reasonable period to inform us if you wish to opt-out of the collection, use and disclosure of your personal data for such purposes.
12. After the lapse of the opt-out period, you may notify us that you no longer wish to consent to the purposes for which your consent was deemed by notification by withdrawing your consent for the collection, use or disclosure of your personal data in relation to those purposes.

### **RELIANCE ON THE LEGITIMATE INTERESTS EXCEPTION**

13. In compliance with the PDPA, we may collect, use or disclose your personal data without your consent for the legitimate interests of us or another person. In relying on the legitimate interests exception of the PDPA, we will assess the likely adverse effects on you and determine that the legitimate interests outweigh any such adverse effects.
14. In line with the legitimate interests' exception, we may collect, use or disclose your personal data for the following purpose(s):
  - i. Fraud detection and prevention;
  - ii. Detection and prevention of misuse of services; and
  - iii. Collection and use of personal data on company-issued devices to prevent data loss.

The purposes listed in the above clause may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter.

### **WITHDRAWING CONSENT**

15. 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. You may withdraw consent and request us to stop collecting, 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.
16. 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 thirty (30) days of receiving it. Please note that the withdrawal of your consent may impede the purposes for which your personal data was collected, used, and/or disclosed by us in the first place.
17. 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**

18. If you wish to make a request (a) to 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 Data Protection Officer at the contact details provided below.
19. 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.
20. We will respond to your request as soon as reasonably possible. In general, our response will be within seven (7) business days. 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).
21. 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.

### **PROTECTION OF PERSONAL DATA**

22. 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 minimised collection of personal data, authentication and access controls (such as good password practices, need-to-basis for data disclosure, etc.), encryption of data, and up-to-date antivirus protection.
23. 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.

### **ACCURACY OF PERSONAL DATA**

24. 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**

25. 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.
26. 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**

27. 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**

28. 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:

Contact No. : 6966 6140  
Email Address : pdpa@tasekjurong.org

**EFFECT OF NOTICE AND CHANGES TO NOTICE**

29. 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.
30. 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 employment or participation in our recruitment process, as the case may be, constitutes your acknowledgement and acceptance of such changes.

Effective date : 03/01/2023  
Last updated : 03/01/2023