

About our Privacy Statement



At JonDavidson Group, we respect the privacy and confidentiality of personal data in our possession or under our control. We have implemented policies and practices to safeguard the collection, use, disclosure, storage and other processing of personal data provided to us.

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How We Collect Your Personal Data

We collect your personal data and used by us for the following purposes:

- (a) assessing and evaluating your suitability for employment in any current or prospective position for our clients or with us
- (b) verifying your identity and the accuracy of your personal details and other information provided
- (c) performing obligations under or in connection with your contract of employment with our clients or with us and
- (d) performing obligations under or in connection with the provision of our goods or services to our clients.

Types of Personal Data that We Collect about you

The types of personal data we collect about you for potential placements and job applications include:

- Job Applicant's personal details (Name, NRIC No./FIN No./Passport No., Gender, Date of Birth, Race, Citizenship, Nationality, Marital Status, Religion, Languages spoken or written, Household/Personal Income)
- Job applicant's professional and work experience detailed in a candidate's CV containing Job title, Occupation, Employment history, Work experience, Highest education level, Qualifications, Schools Attended, membership of professional bodies etc.
- Copies of Job Applicant's academic transcripts and other educational/professional certifications
- Copies of Job Applicant's unique identification e.g. NRIC, work pass, passport etc.

Should you require more details on types of personal data we collect about you, you may visit our website: www.jondavidsongroup.com or contact our DPO at dpo@jondavidsongroup.com

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How We Use your Personal Data

We use the personal data you provide us for one or more of the following purposes:

- When you log in to respond to our recruitment postings in our website
- Process your job application for prospective recruitment and selection
- Use your data to verify that the personal information you provide us is accurate
- Carry out our obligations arising from any contracts entered into between you and us and between you and your prospective employer
- Comply with legal obligations and regulatory requirements

Who We Disclose Personal Data To

We disclose some of the personal data you provide us to relevant parties or organisations outside JonDavidson in order to fulfil our services to you:

- Clients who are prospective employer organisations
- Within our organisations in the JonDavidsongroup i.e. JonDavidson Pte Ltd and JonDavidson & Associates LLP
- Partnering organisations who collaborate with us
- Within our members of ENEX group
- Government agencies (e.g. Ministry of Education, Ministry of Health, Ministry of Manpower)

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How We Manage the Collection, Use, Disclosure and Storage of Your Personal Data

- **Obtaining Consent**

Before we collect, use or disclose your personal data, we will notify you of the purpose why we are doing so. We will obtain written confirmation from you on your expressed consent. We will not collect more personal data than is necessary for the stated purpose.

Under certain circumstances, we may assume deemed consent from you when you voluntarily provide your personal data for the stated purpose for e.g. when you register your interest with us to apply for a job with us using our job application and/or job placement forms.

Under certain circumstances, we may collect, use and/or disclose personal data about you without your consent for example, so that we can comply with our statutory obligations or where personal data is publicly available.

How You Can Limit Processing of Personal Data

- **Withdrawal of Consent**

If you have given us consent to collect, use, disclose and otherwise process personal data about you, you may withdraw that consent at any time. You should give us reasonable advance notice of your withdrawal of consent. We will notify you of the likely consequences of your withdrawal of consent.

Your request for withdrawal of consent can take the form of an email or letter to us, or through the “UNSUBSCRIBE” feature in any of our online service when they become activated.

- **Accessing and Making Correction to Personal Data About You**

You may ask us in writing to tell you what personal data we hold about you and how we have, or may have, used or disclosed it within a year before the date of your request.

We will respond to your request as soon as reasonably possible and, in any event, we will respond to you within 30 days after receiving your request. We may charge a fee for processing your request, but we will let you know the amount of the fee before you incur it.

You may also ask us to correct an error or omission in the personal data we hold about you. Unless we are satisfied on reasonable grounds that a correction should not be made, we will correct the personal data as soon as practicable.

When you make any such request, we may need to verify your identity - for example, by checking your identity card number or other legal identification document.

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Accuracy of Your Personal Data

We will take reasonable precautions and make reasonable verification checks to ensure that the personal data we hold about you, is reasonably accurate, complete and up-to-date.

From time to time, we may do a verification exercise for you to update us on any changes to the personal data we hold about you. If we are in an ongoing relationship with you, it is important that you update us if there are any changes in the personal data we hold about you (such as a change in your home address, contact numbers etc.).

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Protection of Personal Data

To safeguard your personal data, we have made reasonable security arrangements to protect personal data about you that is in our possession or under our control to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks.

You should be aware, however, that no method of transmission over the Internet or method of electronic storage can be completely secure. All our associates and employees will take reasonable and appropriate measures to maintain the confidentiality and integrity of your personal data, and will only share your data with authorised persons on a 'need to know' basis.

Entities that provide services to us to process personal data on our behalf will be bound by contracts with us that require them to provide sufficient guarantees in respect of the technical and organisational security measures governing the processing to be carried out and to take reasonable steps ensure compliance with those measures.

Retention of Personal Data

We will not retain any documents containing personal data about you as soon as it is reasonable to assume that the purpose for which we collected that personal data is no longer being served by retention of it and retention is no longer necessary for legal or business purposes.

We have a Document Retention Policy that spells out when we must cease to retain personal data and that requires documents and personal data to be destroyed (paper documents) or deleted (electronic documents and data stored in databases) securely.

Certain retention periods are based on statutory or regulatory requirements.

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Compliance With Laws

Where required to do so by law, we will disclose personal data about you to the relevant authorities or to law enforcement agencies.

Links To Other Sites

Our website may contain links to other websites that are not operated by us. If you click on a third party link, you will be directed to that third party's website.

It is important that you review the Privacy Policy of every site you visit. We have no control over, and are unable to assume any responsibility for, the content, privacy policies or practices of any third party sites or services.

Contacting Us

If you have any questions about our collection, use, and/or disclosure of personal data about you; feedback regarding this Policy, or any complaint you have relating to how we collect, use, disclose and store personal data about you, you may contact our Data Protection Officer at dpo@jondavidsongroup.com

Any query or complaint should include, at least, the following details:

- Your full name and contact information
- A brief description of your query or complaint

We treat such queries and feedback seriously and will deal with them confidentially and within reasonable time.

Changes To This Data Protection Policy

We may update our Data Protection Policy from time to time. We will notify you of any changes by posting the policy on this page. Please revisit this page periodically for any changes. Changes to this Policy are effective when they are posted on this page.

This Privacy Policy was last updated on **14th May 2018**.

Transfer of your personal data outside the EEA

We may need to transfer your personal data outside of the European Economic Area (EEA) for example the USA, in the following circumstances:

- Where you have requested a service which is fulfilled by one of our group companies which sit outside of the EEA; or
- Where we work with a supplier which processes some of its personal data outside of the EEA.

These countries may not have the same data protection laws as the UK and the EEA and so your personal data may not be subject to the same protections. However, in such cases, we will make sure that any transfer of your personal data to countries outside the EEA is subject to appropriate safeguards as if it were being processed inside the EEA and under the guiding principles set out in this privacy policy.

If you would like further information please [contact us](#).

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