
Privacy Statement

At **E-Ployment Consultancy**, we value the privacy of our Clients, Job Applicants and Employees. We strive to protect their personal information in compliance with the Personal Data Protection Act 2012 (“PDPA”).

The Personal Information that We Collect

In order to deliver fast and accurate job placements, E-Ployment Consultancy requires the following information from job applicants and not limited to this list– name, identification number, address, work experience, education, skills, last drawn salary, reasons for leaving and referees. We may not be able to assist the job applicants with the job placements if insufficient personal information is provided.

Whom We Share the Personal Data With

E-Ployment Consultancy sends the personal data of our job applicants to our clients who provide employment opportunity. We may also collect demographic data for analysis and presentation to our clients. We will remove any unique personally identifiable information such as name and address for such collection.

Consent

When a job applicant responds to the job advertisement by E-Ployment Consultancy by voluntarily providing his personal data, he may be deemed to consent to E-Ployment Consultancy collecting, using, retaining and disclosing the personal data to E-Ployment Consultancy and our clients for the purpose of assessing his job application.

Job applicants must seek consent from their referees before they include the personal data of the later.

E-Ployment Consultancy may periodically update the job applicants via voice call, text messaging and e-mail to alert them on jobs in our database that match their criteria and other career opportunities. Job applicants will be able to opt out of receiving future communications following the instructions, available in each notification. E-Ployment Consultancy’s database will be updated when opt out option is selected.

Purpose and Retention

The purpose of collection and retention of the personal data of our job applicants include the following but not limited to:-

- Assisting our job applicants to find potential employment opportunities with prospective employers and vice versa;
- Retaining of job applicants' personal data for communication of current and new job opportunities in the future;
- Verifying the accuracy of the personal data given by the job applicants;
- Communicating with job applicants to share information and/or update with regards to E-Ployment Consultancy;
- Obtaining demographic information of job applicants for statistical analysis.

Protection

E-Ployment Consultancy treats all personal data provided with the strictest standards of security and confidentiality. The data may be stored in manual or electronic systems with limited authorized access in order to protect the information from loss, misuse, unauthorized access, disclosure, alteration or destruction.

Revisions to Privacy Statement

This Privacy Statement may be revised from time to time. Notice of such revision will be given on E-Ployment Consultancy's website and/or by such other means of communication deemed suitable by E-Ployment Consultancy.

Contact Us

Should you have any query in relation to this Privacy Statement, corrections, issues or information requests about your personal data, kindly contact us at jobs@e-employment.com.sg.