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JOB APPLICANT PRIVACY NOTICE

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This Job Applicant Privacy Notice (“Notice”) sets out the basis which Whyze Solutions Pte Ltd (“we”, “us”, “our” or “Whyze”) may collect, use, disclose or otherwise process personal data of our job applicants in accordance with the Personal Data Protection Act (“PDPA”).

What data is collected?

As part of any recruitment process, Whyze collects and processes personal data relating to job applicants so as to assess their fit for an open position. Our organization is committed to being transparent about how we collect and use that data as well as meeting the data protection obligations set forth under the Personal Data Protection Act (PDPA).

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

You have choices regarding our collection, use or disclosure of your personal data. If you choose not to provide us with the personal data described in this notice, we may not be able to process your job application.

What information do we collect?

Company name collects a range of information about you. This includes, but is not limited to:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your current and desired levels of remuneration
- Other relevant information related to a specific job opening

How do we collect your personal information?

Whyze may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes or other identity documents, or collected through interviews or other forms of assessment. You may also choose to provide us with access to certain personal information stored by third parties such as job-related social media sites (for example, LinkedIn). By authorizing Whyze to have access to this information, you agree that Whyze may collect, store and use this information in accordance with this Privacy Statement

We may also collect personal data about you from third parties, such as references supplied by former employers or through LinkedIn. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. By authorizing Whyze to have access to this information, you agree that Whyze may collect, store and use this information in accordance with this Privacy Statement.

Where we store your data?

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does we process personal data?

We need to process data to take steps at your request to assess appropriate fit for a position prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations.

Whyze has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Whyze may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Whyze may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose, and you are free to withdraw your consent at any time.

How we collect your information

We collect information either directly from you via email or job portal. You may also choose to provide us with access to certain personal information stored by third parties such as job-related social media sites (for example, LinkedIn). By authorizing Whyze to have access to this information, you agree that Whyze may collect, store and use this information in accordance with this Privacy Statement.

We may also obtain and share information through our affiliated companies and group of Whyze including Internal Whyze.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the Whyze with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with third parties to obtain references and any employment background checks needed for your employment.

How does Whyze name protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long does Whyze name keep data?

If your application for employment is unsuccessful, Whyze will hold your data on file for 1 year after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your application whether you give us consent to hold your details in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment.

Your rights.

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request.
- Require Whyze to change incorrect or incomplete data;
- Require Whyze to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where Whyze is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights or have any questions, please contact our Human Resources Department at hr@whyze.com.sg.

Whyze is not required to provide opinion data kept solely for an evaluative purpose, as stated in PDPA "The Access and Correction Obligation".

For Singapore citizen: The Personal Data Protection Commission ("PDPC") has purview of data protection concerns. More information on contacting PDPC can be found [here](#). Alternatively, PDPC can also be reached at +65 6377 3131.